



SUTTER COUNTY DEVELOPMENT SERVICES DEPARTMENT
BUILDING DEPARTMENT DIVISION

1130 Civic Center Boulevard, Suite A - Yuba City, CA. 95993 - (530) 822-7400 - Fax (530) 822-7109

SUBMITTAL CHECKLIST FOR PLAN SUBMITTAL

Design Criteria:

- Seismic Zone D or provide analysis and calculations from California Registered Engineer
Basic velocity 110 mph exposure C or provide wind speed calculations from California Registered Engineer
2013 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2013 Energy Standards (Title 24), and Health and Safety.

Site plans must be 11x17-see site plan checklist for further requirements

Building Plan Criteria:

- Drawing sizes for the permit set of plans shall be a minimum of 11" x 17" to a maximum of 30" x 42" inches and all pages shall be the same size. Plans must be clear and legible; illegible plans will not be accepted.

Plans must be wet-signed by the preparer on each page. Engineers must affix their seal and wet-sign (cover sheet of supporting documents to be wet-signed).

Mandatory Requirements on Cover sheet of Plans: All items in Red must be on plan submittal

- Property address
Assessor's Parcel Number (APN)
Owner name, phone number, and address
Contractor's name, address, and phone number
Project name, Business name, Email Address
The architect, engineer, and designer information included on the cover page.
Sheet index: Description of page and page numbers.
Existing and new floor plan (if applicable), North Arrow
Statement of Use and Occupancy Classification
Type of Construction.
Square footage of construction and building dimensions.
Allowable square footage and actual square footage

Plans Prepared By:

- California Registered Architect
California Registered Residential Designer
Owner
California Licensed Contractor
Structural Plans Included - Stamped and Signed (original) by a California Registered Engineer

FOR OFFICE USE ONLY

- Permit Application Completed and Signed
Owner Builder signed
Fire Department /Access
Public Works Improvements Required
Environmental Health/Septic Replacement Area
Planning Department

Building Plans: 3 Sets Required (Solar Plans 2 sets)

- Site Plan, drainage direction arrows and North arrow
Foundation plan and footing details
Floor framing plan (if raised foundation)
Geotechnical report, if applicable
Floor plan showing all rooms labeled, windows and doors sizes etc.
Roof framing plan with all headers and beam sizes
Elevations (front, rear, & sides)
Truss calculations (2) copies (signed by engineer)
Complete electrical plans (main service, sub-panels, lighting, equipment, etc.)
All plumbing and mechanical shown on the plans
Cross sections showing construction details, roof pitch, sizes & spacing of structural members
Structural plans, details, and/or calculations (2) copies
Title 24 energy calculations (2) copies (wet signed)
Fire sprinkler plans (2) sets with (2) sets of hydraulic calculations
Flood Zone/Engineering
Site Plan stamped and approved
Smoke detector and Carbon monoxide detector locations
Plans and documents are clear & legible with permanent ink
Solar permits separate from building permits

This is not a complete list of all required submittals and additional information may be required to facilitate plan review. Other departments and/or public agencies may have to review the plans before permits can be issued.

*An incomplete plan review submittal will result in delays of your project plan review and may delay building permit issuance.