

# RESIDENTIAL BUILDING PERMIT CHECKLIST FOR THE CITY OF SANTA ROSA

STARTING YOUR REBUILD  
RIGHT REBUILDING

VERSION 1

**REBUILDING  
TOGETHER**

Additional information  
regarding the Santa Rosa  
rebuilding effort available  
online:

[SRCity.org/rebuild](https://srcity.org/rebuild)

[SonomaCountyRecovers.org](https://sonomacountyrecovers.org)

We're here to help you. We can help to assemble a complete application packet, so you can start your rebuild right. Work with your design professional to ensure your application, plans, and supporting documents are complete to ensure the fastest approvals possible.

Visit [SRCity.org/rebuild](https://srcity.org/rebuild) or contact the Resilient City Permits Office to get help preparing your submittal packet.

Resilient City  
***REBUILDING  
PERMIT CENTER***

100 Santa Rosa Avenue, Room 6  
Santa Rosa, CA 95404

Monday - Friday, 8am-5pm

[rebuild@srcity.org](mailto:rebuild@srcity.org)

707-543-4649

## HERE'S WHAT YOUR PROCESS WILL LOOK LIKE

1. Work with a design professional to assemble a complete submittal packet.
2. Complete a building permit application, to be found at [srcity.org/documentcenter/view/2614](http://srcity.org/documentcenter/view/2614)
3. Call to schedule an appointment to save time 707-543-4649, or visit the Resilient City Permit counter.
4. Once your complete plans are received, they will be checked to all necessary division requirements:

Planning Division - if discretionary review is required, they will review for conformance to "Conditions of Approval" (C of A).

Engineering Division - will review submittal & may require public improvements.

Fire Department - will review residential sprinkler design and installation.

Utilities - will review for availability, backflow devices, demands, and determine fees, water meter size, etc.

Water Conservation - All new SFD, ADU & Duplexes shall be reviewed for compliance to water conservation ordinances.

5. Plan check review comments will be compiled by the differing divisions and departments and will be available to the designer/applicant in a timely manner. Some comments may require correction or clarification by the design professional before permits can be issued. Some items will be able to be resolved at the public counter or specified upon the plan as a deferred submittal.
6. Some requirements, including residential fire sprinklers and landscaping plans, may also be listed as a deferred submittal for review at a later time.

Discretionary review is required for units in hillside areas (over 10% slope), Scenic Corridor, Historical areas and in zones where required. Please check with the recovery center planner for further information or additional restrictions.

An incomplete packet will not be accepted and will require you to come back at a later time with missing information.

Allowable method of payment for required fees are Mastercard, VISA, Discover, check or cash only.

We accept electronic plan submittals.  
Call the Resilient City Rebuilding Permit Center for more info.  
707-543-4649

### NOTE:

All parcels originally in Planned or Hillside Developments proposing new structures must comply with original design and development standards for that lot. Adherence to the standards, review, and approval will be determined by the Director of Planning and Economic Development. All planning application and review fees will be waived.

All Design Review or Hillside Development structures that alter the originally permitted footprint or building height will be reviewed by the Director of Planning and Economic Development (PED). PED shall notify, by mail, all persons or entities set forth in Section 20.66.020(C)(1) 10 days prior to taking action. There will be no public hearing required. This process will take a minimum of 20 days.

# TO RECEIVE YOUR BUILDING PERMITS HERE IS WHAT YOU WILL NEED

- ❑ 1 Copy of Completed Building Permit Application
- ❑ Complete 3 Signed Sets of Drawings - See the enclosed plan requirements for a detailed checklist of drawing and plan requirements. All plans and drawing must be legible, we suggest 24x36" as a minimum size.
- ❑ Cover Sheet or sheets shall show the original dwelling's footprint, dimensions, floorplan and elevations
  - If there are no changes from the original footprint, elevation, or floorplan, clearly include the following on the front page:  
*"No changes proposed from original footprint, location, floorplan, or elevations."*
- ❑ 2 Sets Structural Calculations per (ASCE 41-10) or Design per Conventional Construction Provisions
- ❑ 2 Sets Energy Calculations (Title 24)
- ❑ 1 Copy of landscape and irrigation plan, can also be noted as deferred submittal to be addressed at a later time.
- ❑ 1 Survey completed by a licensed surveyor or civil engineer
- ❑ 2 Sets Signed CALGreen Support Documentation
- ❑ 2 Sets Soils Addendum Letter (if pre-exist report on file) and Plan Review Letter From Soils Engineer
- ❑ If in Homeowners Association and subject to review, please obtain approval prior to submittal
- ❑ 1 Copy of a Completed and Signed School District Form
- ❑ Specify on Plan if parcel is located within: High Wind, Flood or Wildland Urban Interface (WUI) Area or Zone

## NOTE:

If a survey is not provided with the submittal; one will be required and provided at the first inspection, typically foundation/forms/footings/rebar.

## NOTE:

Fire sprinkler applications are submitted directly to the Fire Department for review and approval. Issuance of the permit must occur prior to installation of the fire protection system. The Plan Review Permit Application for fire sprinklers can be found at <https://srcity.org/651/permits-inspections>

Fire sprinkler code upgrades and landscape and irrigation plans will be required on all Resilient City properties. These can be included in the original submittal packet, or noted as a deferred submittal.

If landscaping and irrigation plans may be a deferred submittal they shall be reviewed and approved by the City prior the first sheetrock inspection.

Fire sprinklers will be required and shall be listed on the plans as a separate permit and submittal to fire department.

## What is in a Complete Set of Drawings?

Submitting an incomplete application packet is likely to cause significant time delays. This guideline has been prepared to help you and your design professional ensure all required information is organized and ready for review. To provide the quickest path to rebuild. All of these steps must be completed to receive your building permit.

### General Information

- Code Compliance Statement listing applicable codes
- Project name, address and clear scope of work
- Owner information: Name Address and Phone Number
- Designer Information: Name, Address, Phone Number and Email
- Cover sheet must identify previously existing square footages of structures being replaced
- Plan Sheet identifying the configuration of the previous dwelling on the property that includes:
  - Original Site Plan identifying dwelling footprint and all previous dimensions
  - Original Floor Plan (if proposing to alter floor plan)
  - Original Elevations (if proposing to alter elevations)
- Clear indication that the project will be fire sprinklered with necessary plans or a note indicating the sprinkler plans will be submitted separately prior to frame inspection
- Sheet Index of drawings
- Vicinity Map of project location

### Building Data

- Occupancy group(s) per Building Division (For Residential, generally R3 or U)
- Type of Construction (Generally VB)
- Floor area per story and total floor area
- Building height (height calculation if in a hillside area)

### CALGreen Checklist Forms

- City of SRE CALGreen Checklist to be incorporated into the set of prints or attached to plans

### SOIL ANALYSIS REPORT

If soil conditions are known to be present (e.g.- expansive soils, uncertified fills, etc.) these do require Geotechnical Engineering design considerations and conventional foundations are not acceptable. Geotechnical Reports on file at the City for the Coffey Park area indicate the presence of expansive soils and non-certified fills. While this does not necessarily require a full new geotechnical investigation; at a minimum, an update letter from a geotechnical engineer will be required to address this issue and other criteria deemed important by the project engineer.

### NOTE:

Upgrades or modifications necessary to provide adequate water flow to the fire sprinkler system may trigger the need to obtain an encroachment permit. No work in the public right-of-way may commence until the required encroachment permit is obtained. trigger the need to obtain an encroachment permit. No work in the public right-of-way may commence until the required encroachment permit is obtained.

## Energy Compliance Form

- CF-1R and MF - 1R to be incorporated into the set of prints

## Site/Plot Plan

- North Arrow
- Topographic Map
- Lot dimensions and bearings
- Building footprints with overall dimensions and projections (such as eaves, bay windows or balconies)
- Easements and building setback lines including second story setbacks and garage setbacks (if applicable)
- Location of any existing structures to be demolished

## Landscape and Irrigation Plans

- Landscape drawings showing location of structures, planting areas, sod areas, mulch areas and plant legends
- Irrigation drawings and calculations show hydrozones, irrigation system, automatic controllers, irrigation valves, check valves, etc.
- Soil report with documentation verifying implementation of soil report recommendations (may affect design)
- Completed Maximum Applied Water Allowance Spreadsheet

## Grading Plan and Details

- Existing drainage patterns, proposed drainage patterns, and drainage devices (as applicable)
- Existing and new contours, including elevation data and benchmarks
- Soil excavation calculations of export and import (cubic yards)
- Proposed retaining walls and related structural calculations
- Erosion control plans/WELO designation

## Architectural Plans

- Floor plans for each story, including basement level
  - Fully dimensioned and to scale, with scale noted (minimum 1/4"=1')
  - All windows and doors properly located with type and sizes
  - Location of safety glazing and egress windows
  - Location of all appliances, including forced air unit, water heater, range, refrigerators, etc.
  - Location of plumbing fixtures
  - Location of gas, electrical and water meters

### LANDSCAPING PLANS

For your convenience, the City will be producing pre-approved irrigation and landscape plans that can be applied to any residential project.

### IF A CUSTOM LANDSCAPE

design is desired, plans must be prepared by a Landscape Architect and submitted to the City for review and approval. All irrigation and landscape plans must be in compliance with the Water Efficiency Landscape Ordinance (WELO).

Learn more at [srcity.org/wue](http://srcity.org/wue)

- Location, type and model of approved listed fireplace appliances (wood burning fireplaces and stoves are not permitted)
- North Arrow
- Label all rooms
- Wall Legends
- Electrical Floor Plans (may be in main floor plans)
  - Outlets GFCI, AFCI, switches and light fixtures
  - Relationship of switches to their respective fixture or appliance
- Roof Plan
  - Roofing material and class
  - Attic ventilation calculations and number, as well as type of attic vents
  - Direction and slope of roof, valleys, hips, skylights, etc.
  - Overhangs, eaves, gables, and rakes dimensioned
  - Show PV equipment as applicable, with indication of Solar ready zone
- Building Sections (more than one may be required)
  - Provide building section at most informative locations (More than one may be required)
  - Label rooms, interior finishes
  - Clearances from framing to grade
  - Subfloor to top plate heights
  - Identify insulation and show where required

## Exterior Elevations

- Elevations with all vertical planes, including courtyards or other elements.
- Windows and doors properly located
- Overall building heights
- Note all exterior finishes
- For hillside projects, include height calculations

## Architectural Details

- Attic venting details
- Handrail, guards and support details
- Floor changes: such as from deck to floor
- Water heater seismic strapping
- Stairway, ground rail, window and door moisture protection

## Structural Plans

- Structural Design criteria
- Wind speed, seismic Design Category
- Shear wall/braced wall schedules
- Verify information on structural calculations match drawings, if applicable

## Foundation Plans

- Dimensions, footings, piers, grade beams, a.b.'s and holddowns, etc. (as applicable)
- Referenced detail bubbles
- Underfloor venting details

## Floor Framing Plan

- Reference extent of and label all framing members, shear or braced walls, wall ties, etc.
- Referenced detail bubbles/schedules

## Roof Framing Plan

- Reference extent of, and label all framing members, shear or braced walls, wall ties, etc.
- Truss information clearly shown and noted as deferred (if applicable. Deferral form required)
- Reference extent of, and label all framing members
- Referenced detail bubbles

## Structural Details

- Roof to wall, wall to floor, floor to foundation details
- Shear transfer details
- Holddown, post and pier details
- Chord, plate splice, details etc.
- Calculations

## Photovoltaic Plans (If applicable)

- Provide electrical drawings for PV installation

### NOTE:

If the original foundation is being proposed for reuse, a 'suitability analysis' of the existing foundation must be performed by a registered civil or structural engineer. This analysis shall state that the engineer has visited the site and investigated the condition of the existing building elements, it is suitable for continued use and support of the new structure, and that all under-slab utility systems are suitable for continued use.

Electrical conduits may remain but all under-slab electrical conductors must be replaced. Please be advised that a compaction report to address re-compaction of the lot after foundation removal by a licensed geotechnical or civil engineer will be needed if the soil was disturbed to a depth greater than 12 inches.

Geotechnical Engineering design considerations are required if soil conditions are present (expansive soils, uncertified fills, etc.) and conventional foundations will not be acceptable. Reports on file indicate the presence of expansive soils and non-certified fills for in the Coffey Park area. At a minimum, an update letter from a geotechnical engineer will be required to address this issue.

## Plumbing Plans (If applicable)

- Location and size of any required backflow prevention device, sized to meet fire flow demand

## Potential Additional Requirements

- Encroachment Permit for Public Improvements, if modification to the existing sidewalk or driveway are proposed.
- Plan review letter from soils engineer indication compliance to soil report/addendum letter
- Slope analysis included when identifying any slopes exceed 10%
- Provide plumbing drawings for gray water systems, if applicable
- Permit for accessory structures proposed on the plot plan
- Permit for free standing photovoltaic systems
- Permit for retaining walls, pools or spas
- Permit for demolition of detached structures
- Permit for grading/retaining wall
- Permit for fences over 7 feet
- Note on Plans if in:
  - Flood
  - WUI
  - High Wind
  - Etc.

### NOTE:

For any properties served by Advanced Metering Infrastructure (AMI), an inline dual check may be installed instead of the standard double check backflow device.

To determine if the public water system in your area is set up for AMI, contact Water Billing at 707-543-3150

### NOTE:

Hillside development outside of the original footprint may require a Hillside Development Permit. We recommend contacting the Resilient City Permit Center prior to submittal at 707-543-4649

## WORKING TOGETHER TOWARD TOTAL RECOVERY

We're here to help if you have questions about the requirements of the packet. Working together, we can overcome the devastation of the fires and help our entire community recover.

**LEARN MORE ABOUT WHAT YOU NEED TO REBUILD  
RIGHT AT [SRCITY.ORG](http://SRCITY.ORG) OR CALL 707-543-4649**