



2020-2023 RESIDENTIAL PROJECT BUILDING PERMIT SUBMITTAL CHECKLIST

This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail are included before accepted for review. APPLICANT SIGNATURES REQUIRED ON PAGE 3

All construction drawings shall comply with the minimum requirements of the following codes effective January 1, 2020

2022 California Residential & Building Codes (CRC & CBC)	2022 California Fire Code (CFC)
2022 California Plumbing Code (CPC)	2022 Residential Energy Standards (T24) 2022 CAL Green
2022 California Mechanical Code (CMC)	City Ordinances and State Laws
2022 California Electrical Code (CEC)	

DESIGN CRITERIA

<u>Minimum Soil Bearing:</u> 1,500 PSF	<u>Climate Zone:</u> 11
<u>Ground Snow Load:</u> 34-51 PSF	<u>Wind Design Speed (ASCE 7-10):</u>
<u>Seismic Design Category:</u> D	Exposure Category B/C, Vult-110, Vasd-85

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS

***** INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO APPLICANTS *****

Applicants (property owners / licensed professionals) can apply online at: <https://aca-prod.accela.com/grassvalley/default.aspx>
 PDF submittals can be uploaded via the online portal and must be complete with all required documents clearly labeled (e.g. Site Plan, Structural Calculations, Truss Calculations, etc.)

AFTER YOUR APPLICATION IS SUBMITTED THE CITY WILL ASSESS FEES AND PROVIDE AMOUNT DUE TO THE EMAIL ADDRESS LISTED IN THE ONLINE APPLICATION

Applicant Use:
Included N/A

Project Intake Completeness Checklist

Staff Use Only:
Included Missing

Applicants must submit all plan sheets combined and in order in one (1) single PDF

File to be Named: Address_Permit#_PC1_Plans

PDF # 1

	100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines		
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Applicants must submit supporting documents in one (1) single PDF with cover page

File to be Named: Address_Permit#_PC1_SupDocs

PDF # 2

	Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR, Soils Report or Letter		
	Structural / Engineering Calculations (if applicable)		
	Title 24 / Energy Analysis (if not on plans)		
	Energy Code Compliance Documentation	Click here for website	
	Truss Calculations and Shop Drawings		
	HOA Approval Letter (if applicable)		
	Special Inspection and Testing Agreement (if applicable)	Click here for agrmt.	
	Construction & Demolition (C&D) Recycling Form	Click here for form	

Important Note(s):

- *Only California licensed design professionals can design three story dwellings*
 - *List all deferred submittal items on the title or cover sheet and include a schedule of the anticipated date for submittal of each deferred item with the following Deferred Submittal Policy Statement:*
 - *Documents for deferred submittal items shall include a statement by the architect or engineer of record in responsible charge indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.*
 - *All deferred submittals require separate plan reviews and permit issuance.*
- Additional fees will apply based on valuation and fee schedule in effect of time of actual submittals.*
- *Two sets of documents and one PDF are required to be submitted to The City of Grass Valley Building Division in a timely manner but not less than 30 business days prior to installation.*

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant	
1. General Information (cover sheet):	Sheet #
Project name, address and Assessor Parcel Number (APN), owner's name, address, email, and phone number	
Design Professional(s) name, title, address, email, and phone number	
List of current applicable codes	
Occupancy group(s) and type of construction, fire sprinklers	
Gross square footage for each separate occupancy classification	
Detailed description of scope of work	
Index of drawings and all sheets numbered	
Special Inspection Program: Identify each item requiring special inspection considering items such as excavation and filling, compaction, embedded anchors, structural masonry, welding, high strength bolts, etc.	
2. Plot/Site Plan (click here for example) *N/A for interior remodels	Sheet #
Plot/Site Plan drawn to one of the following recognized scales: 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60'.	
Lot dimension showing whole parcel and all property lines including parcel square footage	
Building footprint-providing dimensions of all structures and distance to property lines	
Fencing, existing or proposed, with description of material and height	
Site topography with existing contour lines at 2-foot intervals and proposed finish contour lines at 2-foot intervals. Intent - show proposed drainage plan.	
Identify all property corners, setback lines, and recorded easements. Provide survey for new construction, additions, or decks that are two times less than the required setback.	
Provide Defensible Space plan identifying trees to be removed / trimmed / remain, include details for methods of compliance: Tree trimming, tree spacing, and undergrowth allowance	
If grading permit threshold is met, provide all information as required by the process	
3. Floor Plan (Demolition Plan, Existing Floor Plan and Proposed Floor Plans)	Sheet #
Show size of all windows with type of opening, swing of doors and window schedules.	
Show locations of all interior and exterior stairways and door landings	
Clear workspace at all electrical service panels and gas meter snow shed enclosures	
Label each room use	
Attic, deck, soffits and underfloor ventilation of crawl space with WUI (Wildland-Urban Interface) with ember and fire safe vents	
Crawl space and attic access openings locations and framing details	
4. Building Elevations Existing and Proposed 1/4" = 1" scale	Sheet #
Building Elevations showing (not required for interior remodels):	
<ul style="list-style-type: none"> Elevations from each view i.e. front back, left, right or north, south, east, and west Finish floor elevations with respect to contour elevations on the site plan Roof pitch of each roof plane (If more than one roof pitch is proposed, provide a roof plan) Proposed excavation depth (including excavation needed to construct foundation) Note: For excavations greater than 5 feet, a soils/hydrologic report is required 	
Finish floor elevations with respect to contour elevations	
Roof pitch of each roof plane (i.e. 5:12, etc.)	
Means of Storm Drainage Compliance:	
<ul style="list-style-type: none"> Proposed final grade in relation to crown of street or other elevated surfaces Minimum fall 6" within 10' of foundation Water can be directed to swales or drains Surfaces within 10' of the foundation need to slope away 	
Wildland Urban Interface (WUI) Codes and features (New Homes Only)	
Fire Separation Distance Compliance:	
<ul style="list-style-type: none"> Measured perpendicular to the exterior wall Measured between the building and Lot lines, Centerline of a street or alley 	
5. Mechanical and Plumbing Plans	Sheet #
Proposed fixture count and domestic water line size (line size based on fire sprinkler system)	
Show location of all backflow assemblies and incorporate cut sheets	
Note on Plans: Air Testing of Laterals must be coordinated through applicable service provider	
Size, type and termination location of any gas vents, dryer vent, environmental air vents	
Location of all gas fireplaces, water heaters, FAU's, boilers with size and location of all combustion air openings	
If adding/changing gas lines include an independent Gas Schematic (prepared by a license plumber or engineer) showing the length and dimension of each pipe & BTU's of each appliance on that line, starting at main. Include the total length of each branch	

Locations and list of maximum GPM of the plumbing fixtures. (Provide documents to verify at final)	
Required Notes on Plans: All water supply piping shall be protected from freezing by a minimum of 12 inches of earth covering. All water piping shall be installed in such a manner to allow for the system to be drained. Water piping shall not be installed in uninsulated walls, ceilings and attics	
6. Electrical Plan	Sheet #
Show circuits for plug outlets and lighting	
A/C rating (new building) and service upgrades, Feeder conduit and conductor (type, size, etc.)	
Location of all smoke and carbon monoxide and if they are hardwired or battery type (Remodel)	
Exterior and Interior Stairway Illumination	
Show locations of subpanels, and fixed equipment (clear workspace, access, etc.)	
Compliance with state energy efficiency standards (Title 24) including future water heating wiring, electrical vehicle charging station infrastructure and photovoltaic locations	
7. Structural Plan	Sheet #
Coordinate all Special Inspections listed on Architectural Sheets and Structural Sheets into Special Inspection Program on Cover Sheet of Structural Plans	
Show all new / existing foundation/footings and provide for crawl space access to all areas	
Show footing details, exterior and interior pier / spread footing legends, anchor bolt layout, hold-down locations, mudsill requirements etc.	
Show locations and provide installation details for all embedded hardware and reinforcing steel. Include a note that all embedded hardware requires an inspection to check depth of hole, cleanliness and epoxy type	
Moisture Protection: Drainage by perforated pipe or other approved drain system, applied to the exterior of the foundation, Waterproofing in areas with a high-water table or other known severe soil-water conditions, Flexible sealants or other impervious material	
Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, section drawings and all structural details as appropriate, Seismic Design Category SDS	
Framing Plans <ul style="list-style-type: none"> • Separate framing plans for all floors and roofs are required, including dimensions, insulation per Title 24 • Specify grade, species, size and spacing of all framing members • Provide alpha and numeric grid lines. Or other method to correlate structural design calculation results and drawings • Required positive connections of each member (i.e. girder/post connections, hangers, nailing, required lap, strapping and gusset requirements, etc.) • Engineer's callouts provided in calculations must be specific on plans. All details described in the structural calculations must be shown on the plans. If this is not done, it will require resubmittal of the plans and documents. Keying of all details at pertinent locations on plans • Details for connections to effectively demonstrate structural and code compliance 	
8. Building Envelope and Energy Code Compliance (CA Energy Commission Website)	Sheet #
Mandatory Cal Green requirements	
Building Energy Efficiency Standards - Required Note on Plans: At final inspection, builder is required to leave in the building, copies of the completed, signed, and submitted compliance documents for the building owner at occupancy. Such information shall, at a minimum, include copies of all Certificate of Compliance, Certificate of Installation, and Certificate of Verification documentation submitted. Section 1	
Building Energy Efficiency Standards - Required Note on Plans: Ventilation information. Builder to leave in the building, for the building owner at occupancy, a description of the quantities of outdoor air that the ventilation system(s) are designed to provide to the building's conditioned space, and instructions for proper operation and maintenance of the ventilation system	
Exterior wall envelope - Provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings	
Balconies or other elevated walking surfaces - Provide details for all elements of the impervious moisture barrier system. The construction documents shall include manufacturer's installation instructions	
Photovoltaic Plans; or provide document justifying exception(s) to the prescriptive PV requirements and note on cover sheet	

I confirm that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____