



RESIDENTIAL – MINOR / REMODEL BUILDING PERMIT SUBMITTAL CHECKLIST CITY OF SOLVANG PLANNING & BUILDING DEPARTMENT

411 Second Street | Solvang, CA 93463 | (805) 688-5575 | www.cityofsolvang.com

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness prior to submittal. **APPLICATIONS THAT DO NOT SUBMIT THE REQUIRED INFORMATION WILL BE REJECTED.** Check each box under “applicant” to indicate that the information has been provided. If you believe it is not applicable to your application, do not check mark it. If you have questions regarding this checklist or uncertain if a specific requirement applies to your building permit submittal, please contact building staff at (805) 688-5575x218 or via email at buildingdept@cityofsolvang.com

THIS CHECKLIST APPLIES TO THE FOLLOWING PROJECTS BELOW. PLEASE CHECKMARK THE TYPE OF PROJECT YOU ARE SUBMITTING.

- Residential Conversion (garage conversions, sunrooms, etc) Residential Remodel
 Deed Restricted Detached Workshop/Studio Garage Conversion/Conversion of Space to New ADU

Incomplete Submittals will be Rejected & Property Owner Notified

Applicant City

Required Documents/Support Documents

- COMPLETED Building Permit APPLICATION FORM.** Application form can be found here: <https://www.cityofsolvang.com/DocumentCenter/View/4568/PB-B1-Building-Permit-Application?bidId=>
- TITLE REPORT / GRANT DEED.** For property ownership if building permit application does not match property tax assessment records.
- TITLE 24 ENERGY CONSERVATION REQUIREMENTS.** Show compliance with State Title 24 Energy Conservation requirements and reproduce required CF1R forms on plans or separate sheets.
- CALIFORNIA CAL GREEN BUILDING STANDARDS SHEETS.** Include relevant CAL Green checklist sheets for your project. Check all applicable requirements for your project. Sheets can be obtained here: <https://aiacalifornia.org/learn-grow-practice/practices/calgreen-checklists/>
- PAPER SIZES.** Minimum paper size of submitted digital plans shall be 11”x17”. Maximum paper size is 36” x42”. Support documents such as structural calculations, geotechnical reports, title reports, Title 24 energy calculations may be 8.5”x11” or placed on sheets in the plan set.
- EMAIL COMPLETED APPLICATION & PLANS.** Email completed application and associated plans buildingdept@cityofsolvang.com. All electronic plans shall be in PDF format. <https://www.cityofsolvang.com/DocumentCenter/View/5327/Solvang-Electronic-Submittal-Handout>
- PAYMENT OF BUILDING PERMIT FEES.** Remittance of fees as established by the Master Fee Schedule. Your building permit will not be processed until a fee has been paid. This can be completed by cash or check. Additional fees will be owed at the time of permit issuance.

Applicant City

Cover Sheet / Title Page

- Name, address, and phone number of owner, engineer, licensed design professional, drafts person as appropriate.
- Address of proposed project with assessor's parcel number, land use designation, and zoning.
- A project vicinity map.
- Project data to include size of lot, size of existing buildings, size of addition and/or remodel
- A complete description of the scope of work.
- Construction type.

SITE PLAN: Must be included and show the following:

- North arrow and a graphic scale. **Plans must be drawn to scale.**
- Show all property lines.
- All existing structures on-site.
- All proposed improvements.
- Location and heights of all existing and proposed walls and fences.
- Location of parking areas, dimensioned.

Floor Plans/Architectural Sheets: Must be included and show the following:

- Scale on plans or dimensions of proposed improvements.
- Sizes and uses of all rooms.
- Indicate stairways, steps, doorways, windows, closets, storage areas, patios, porches, decks, built-in appliances, and bathroom fixtures.
- Indicate solid portions of walls with shading
- Floor plan showing all walls, doors, windows, cabinets, counters, minimum required electrical outlets and circuits, switches, lights, smoke detectors, mechanical equipment, plumbing fixtures, and appliances. Label use of all rooms and clearly distinguish between proposed and existing areas.
- Foundation plan showing section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, and depth of footings (if applicable).
- Framing plan showing all structural elements including wall framing, floor and roof framing, posts, beams, headers, shear walls, shear transfer details, lumber species and grade, hangers, connectors, and engineered truss designs (if applicable).

Elevations: Must be included and show the following for new structures only or exterior modifications:

- Cross section of building showing all interior and exterior finishes, insulation type and value, sheathing, roofing materials, stairs, handrail & guardrail dimensions, and interior ceiling heights.
- Elevation drawings from each side of the building or addition. Show building height, roof pitch, exterior wall covering materials, roofing materials, and surrounding grade.

- | Applicant | City |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Elevations labeled in each direction: north, south, east, and west. |
| <input type="checkbox"/> | <input type="checkbox"/> Plans shall include the calculations determining the average natural grade for the property, including the locations and elevations of the natural grade elevation points around the perimeter of the building footprint (Solvang Municipal Code Section 11-11-6). Include source of natural grade data. |
| <input type="checkbox"/> | <input type="checkbox"/> For new structures, a note on the plans that state: " <u>At the time of required roof framing inspection, a height certification letter shall be provided by the applicant's civil engineer or licensed land surveyor.</u> " (Solvang Municipal Code Section 11-11-6). |
| <input type="checkbox"/> | <input type="checkbox"/> Exterior mechanical equipment and proposals for screening, including transformers, meter boxes, and backflow devices, etc. |

Plumbing Sheets: Must be included and show the following:

- Plumbing sheets must include an isometric or schematic diagram with pipe size and type for gas, water, drain waste, and vent piping.
- Provide calculations for gas and water piping.
- Show size and location of roof drains and overflows
- List make and model number for water closets and shower control valves.

Mechanical Sheets: Must be included and show the following:

- Mechanical sheets must show and describe all HVAC equipment. Include size and details of support for equipment and ducting.
- Show location for all existing and new supply & return air registers and all required smoke/fire dampers.
- Include floor-ceiling and roof equipment plan, if applicable.

Electrical Sheets: Must be included and show the following:

- Electrical sheets must contain a statement describing the scope of work specific to the project.
- The drawings must show a single line diagram of the new and existing service distribution equipment, grounding systems, panel circuit schedules, and total load calculations.
- Provide a floor plan that identifies the locations of main & sub-panels, motors and equipment, outlets, switches, fixtures, exit lighting, and all power apparatus. Show complete circuitry for all of the above mentioned items.
- If the Energy Compliance requires solar PV, provide all specifications for the PV system and make them a part of the set of plans or place a note stating "PV system to be submitted under separate permit".