



OTHER STRUCTURE TYPES BUILDING PERMIT SUBMITTAL CHECKLIST CITY OF SOLVANG

Building Division | Community Development 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.

- Patio Covers / Porch Pergola(s) Retaining Walls Sheds or other structures commercial properties
 Sheds or other structures over 120 square feet residential properties Other Residential Improvements
 Other On-site Commercial Improvements

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: [Building Permit Application](#)
- TITLE REPORT / GRANT DEED.** For property ownership if building permit application does not match property tax assessment records.
- 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: [Cal Green Building Standard Sheets](#)
- STRUCTURAL PLAN AND DETAIL.** Either in the plan set or separate sheets, including structural specifications, structural detail, notes, and calculations (if applicable) to be completed by a licensed design professional.
- 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. [Electronic Submittal Handout Help](#)
- PLANS PREPARED BY LICENSED PROFESSIONAL.** Plans shall be prepared by licensed professionals and must be stamped consistent with California Business & Professions Code Sections [5537](#) & [6737](#) for plans on commercial properties.
- 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 proposed structure.
- 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.

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

- 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 roof framing, posts, beams, headers, , lumber species and grade, hangers, connectors, and engineered truss designs (if applicable).

Elevations: Patio Covers/Porch/Pergolas or as Required by City Staff:

- Show height and surrounding grade.
- Elevations labeled in each direction: north, south, east, and west.