



PARKING LOT RE-PAVING/RE-STRIPING BUILDING PERMIT SUBMITTAL CHECKLIST

CITY OF SOLVANG

COMMUNITY DEVELOPMENT DEPARTMENT | BUILDING DIVISION

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

The City of Solvang requires a building permit to re-stripe, or repave and re-stripe an existing parking lot, consistent with the California Building Code to implement Chapter 11B, Accessibility. The following items shall be submitted for a building permit application for repaving or re-striping of existing parking lots.

****RE-STRIPING PERMITS CANNOT BE APPROVED OVER-THE-COUNTER.****

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=>
- COMPLETED AUTHORIZED AGENT FORM.** If you are not the property owner, please complete the authorized agent form. <https://www.cityofsolvang.com/DocumentCenter/View/5867/Authorized-Agent-Form-Solvang?bidId=>
- TITLE REPORT.** (within one year of application filing date) for property ownership and easement verification. *Real Estate report or market report will not be accepted.*
- PAPER SIZES.** Minimum paper size of submitted digital plans shall be 11"x17". Maximum paper size is 36" x42".
- 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](#).
- 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.

Cover Sheet / Title Page

- Name, address, and phone number of owner, engineer, licensed design professional as appropriate.

Applicant City

- Address of proposed project with assessor’s parcel number, land use designation, and zoning.
- A project vicinity map
- A complete description of the scope of work.

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
- Show all existing and proposed parking spaces;
- Show stall dimensions and angle of parking spaces
- Show bay-width dimension
- Show width of driveway
- Show accessible path of travel to accessible building entrances and public sidewalk
- Number the parking spaces
- Identify compact stalls
- Show loading and unloading area for commercial vehicles if applicable
- Show location of trash storage, if applicable.