CHECKLIST FOR
RESIDENTIAL BUILDING PERMIT APPLICATION

Before your building permit application can be processed and reviewed by the Building Department, you must submit this checklist and the information listed below to this office. It is important for you to submit all the required information with your application as this will prevent unnecessary delays in the processing of your application and result in the issuance of your building permit in the shortest amount of time possible. If any of the required information is not included with your application, your application will be accepted BUT processing of your application will be delayed until the information is provided. In addition, processing of the application will be delayed if any information is omitted from the plans or application form, or if any information is incorrect or illegible.

Under the "applicant" column, please check off all information that you are submitting with your application. Although your application will be accepted without all of the required information at a later date before your application can be approved. Some of the information listed below may not be required for your application and may be waived by the Plan Checker or by a building inspector. You may discuss whether the information is required prior to or at the time the application is submitted with the Plan Checker or a building inspector, as available.

Applicant	Staff	n/a		
❑	❑	❑	1.	Three (3) sets of building plans drawn on a minimum 18" by 24" size paper, and that the scale of the drawings should be a minimum of 1/4" to a foot for floor, foundation, floor framing, and roof framing plans; a minimum of 1/4" per foot for elevations; and a minimum of 1/2" per foot for details that must include:
❑	❑	❑	a.	Floor plan drawn to scale, including electrical details and plumbing fixtures.
❑	❑	❑	b.	Elevations of all sides of the structure.
❑	❑	❑	c.	Framing detail, including floor and roof framing detail.
❑	❑	❑	d.	Foundation detail and plan view.
❑	❑	❑	e.	Engineering required for three-story structures, unusual construction techniques, structural retaining walls, etc.
❑	❑	❑	f.	Energy calculations imprinted on two of the three sets of plans.
❑	❑	❑	2.	Six (6) complete and signed site plans.
❑	❑	❑	3.	Soil inspection report is REQUIRED
❑	❑	❑	4.	Three (3) sets of grading plans if applicable. Can be accomplished by using the site plan and cross-sections of existing and proposed ground levels. Handout is available explaining grading permit requirements and applicable fire standards.
❑	❑	❑	5.	Completed encroachment permit application form for Mariposa County or Caltrans, as applicable. Remember to post the County Pink Card.
❑	❑	❑	6.	Completed Development Services application.
❑	❑	❑	7.	Other (please specify) _____

I hereby acknowledge that I have provided the above-required information as part of my application for a residential building permit. I understand that if any information, including that information shown on the plans, is missing, incorrect, or illegible, that processing of my application will be delayed.

_____	_____	_____
Applicant's Name (PLEASE PRINT)	Applicant's Signature	Date