



Department of Community Services
County of Yolo

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APPLICATION FOR BUILDING PERMIT

For all permits regulated by the California Building Code (CBC) or the California Residential Code (CRC), including structures regulated by the California Existing Building Code (CEBC).

Project Information

Site Address _____ Date _____
City, State, Zip _____ APN _____
Valuation \$ _____ Includes all labor and material at market rates.
Description _____

Applicant

Name _____ Address _____
Phone _____ City, State, Zip _____
Email _____

Owner Same as Applicant

Name _____ Address _____
Phone _____ City, State, Zip _____
Email _____

Contractor To be determined Owner-Builder (attach Owner-Builder form)

Name _____ Address _____
Phone _____ City, State, Zip _____
Email _____ CSLB License # _____
Company _____ Business Lic. # _____

Designer See [Building Design Authority](#).

Name _____ Address _____
Phone _____ City, State, Zip _____
Email _____ Lic. Type & No. _____

Application for Building Permit



General Information

Will this project affect any drainage or waterway? If yes, explain:

To the best of your knowledge and information, will the proposed work have a significant impact on the environment? If yes, explain:

Is the project in an area identified as habitat in the Yolo County General Plan? If yes, explain:

Describe any encroachment into county right-of-way and indicate the road name:

Applicant Certifications

I hereby certify that all information is true and correct to the best of my knowledge. I agree to obtain all necessary permits and comply with all terms and conditions of this permit, including all federal, state, and local laws and regulations including but not limited to California Fish and Wildlife Service, U.S. Army Corps of Engineers, and U.S. Fish and Wildlife Service.

Applicant Signature _____ Date _____

Office Use, Planning

Land Use Zoning _____ General Plan _____

Zone File _____ Inclusionary Housing? _____

Minimum Setbacks, Front _____ ft Side _____ ft Rear _____ ft MWELo _____

Notes _____

Planner Signature _____ Date _____

Office Use, Permit Technician

Flood Zone _____ Panel Number _____

Expansive Soil _____ Wildland Urban Interface _____

Project Information

Work Scope

New (Full Build) Addition Alteration / Tenant Improvement
 New (Shell Only) Foundation Only Trades / Miscellaneous

Permits for a New Building or Structure:

Construction Type

Type VB (Wood) Type IIB (Noncombustible) Other: _____

Building Information:

Area _____ ft² Height _____ ft # of Stories _____

Distance to Property Line _____ ft Distance to Structures _____ ft

Proposed Occupancy and Use Category

Check all that apply to any part of the building:

- Residential:** Detached one- or two-family dwelling or townhouse not more than three stories above grade plane in height with a separate means of egress.
- Residential **Pool:** Serving a one- or two-family dwelling.
- Residential **Accessory Structure:** Detached garage, patio cover, deck, or shed.
- Major Residential: **Apartments, hotel, motel**
- Nonresidential Group A: **Assembly** Over 50 Occupants (bar, restaurant, museum, theater, church, etc.)
- Nonresidential Group B: **Business Offices**
- Nonresidential Group F: **Processing or Manufacturing**
- Nonresidential Group H: **High Hazard** (See CBC Chapter 3 for Maximum Allowable quantities)
- Nonresidential Group M: **Mercantile/Retail**
- Nonresidential Group S: **Storage or Warehouse**
- Nonresidential Group U: **Utility Structure** (cell tower, solar system, barn, shed, etc.)
- Other: _____

Grading Permits:

Complete the following questions only for sites that include grading or placement of impervious surfaces.

Disturbed Area _____ ft² Impervious Area _____ ft²

Fill Volume _____ yd³ Max Fill Depth _____ ft

Excavation Vol. _____ yd³ Max Ex. Depth _____ ft

Import _____ yd³ Export _____ yd³

Max (E) Slope _____ : _____ H:V Max (P) Slope _____ : _____ H:V

SUBMITTAL REQUIREMENTS

Over the Counter

The following permit types only require this permit application, with no additional submittal requirements for permit issuance. Additional documents required at inspection are noted below:

- **Electrical Service Replacement:** for services that are single-phase, 120/240V and 400 A or less.
- **HVAC Replacement:** residential and small commercial that can be inspected in one stop.
- **Reroof:** residential and small commercial that can be inspected in two stops: Roof Deck Nail and Final.
- **Sewer Line Replacement:** A single stop permit inspected with the trench bedded and ready for backfill, and the pipe installed and exposed to test pressure.
- **Stucco/Siding Replacement:** residential and small commercial that can be inspected in two stops.
- **Water Heater Replacement:** inspection requires verification that the water heater complies with the energy code requirements for water heater replacement ([Residential Compliance Manual](#) - see PDF page 50)

Rapid Review

The following permit types are “Rapid Review” and only require the submittal of 11x17 plan sheets designed to be legible at that format. The plans are typically a single sheet or a small number of sheets. If you choose to submit full size plans, they will have to meet the requirements below for Full Review, but the review time will still be “rapid”. Additional required documents are noted below:

- **Appliance or Fixture Replacement:** bathtub, shower, toilet, wood stove, or similar.
 - A simple floor plan showing the location of the replaced appliance or fixture. Hand drawn plans are only acceptable if they are high-quality. All required clearances and special material requirements must be dimensioned and labeled, such as non-flammable materials and moisture resistance.
- **Bathroom or Kitchen Remodel:** Floor plan, electrical plan, plumbing plan (plans may be combined if readability is maintained). Hand drawn plans are only acceptable if they are high-quality.
- **Solar Photovoltaic:** The submittal must meet the requirement of one of the following:
 - [SolarAPP+ Checklist](#)
 - [California Solar Permitting Guidebook 4th Edition](#)
 - Industry standard plans and specifications.
- **Solar Water Heating:** The submittal must meet the requirement of one of the following:
 - [California Solar Permitting Guidebook 4th Edition](#)
 - Industry standard plans and specifications.
- **Window Replacement:** Floor plan(s) showing the building perimeter and the walls for all rooms with windows being replaced. Rooms must be dimensioned and labeled (i.e.: Bedroom). Call out all hazardous locations with dimensions to the nearest window. Label all windows required to be tempered. The plan must show the U-Factor and SHGC for each window that will be replaced. If any window does not meet the prescriptive requirements for Energy Code (Title 24, Part 6), include performance requirements CF2R. Hand drawn plans are only acceptable if they are high-quality.

FULL REVIEW

All other permit applications are a full review and must meet the full submittal requirements described here. These typically contain several or many plan sheets plus supporting documents.

General

- Clear: All plans and documents must be clear and legible.
- Complete: All submittals must be complete.
- Sheet Index: All submittals that are more than one sheet must include an accurate sheet index.
- Signed: Every plan sheet must be signed by the designer of that sheet. Sheets that are required to be designed by a registered design professional must be signed by the registered design professional. (See “Building Design Authority”). The cover sheet must be signed by the Engineer or Architect in Responsible Charge of the overall project.
- Supporting Documents: every volume must be signed and there must be a clear indication of the pages that are part of the volume, such as letterhead, page number, table of contents, etc.

Submittal Format

BOTH are required:

- Paper: A single set of paper plans printed to scale submitted in person or mailed with the electronics.
- Electronic: PDFs containing all of the plans, calculations, and specifications for the project loaded onto a USB-A flash drive submitted in person or mailed with the paper plans.

Mailing Address: Building Plan Review
292 W Beamer St
Woodland CA 95695

Paper

- Min Size: Plan sheets must be 22” x 34” or larger
- Uniform: All plan sheets must be of a uniform sheet size and oriented in the same direction.
- Combined: All plan sheets must be securely bound into a single volume.
 - Exception: The plan set exceeds 50 pages.
- Documents: All supporting documents, calculations and specifications must be 8½” x 11”.

Electronic PDF

- Combined: Include a single file containing all plan sheets. The file shall be named “Plans_Combined.pdf”. This file can only be divided for very large projects where the pdf still exceeds 20 MB after flattening and optimizing.

Application for Building Permit



- ❑ **Supporting Documents:** Submittals must include a single file for each supporting document type, labeled as one of the following:
 - "Calcs_Architectural.pdf" for building analysis
 - "Calcs_Drainage.pdf"
 - "Calcs_Electrical.pdf"
 - "Calcs_FireSprinklers.pdf"
 - "Calcs_FloodEC1.pdf"
 - "Calcs_Geotech.pdf"
 - "Calcs_Mechanical.pdf"
 - "Calcs_Plumbing.pdf"
 - "Calcs_StructCombined.pdf"
 - "Calcs_StructFoundation.pdf"
 - "Calcs_StructFraming.pdf"
 - "Calcs_StructTrusses.pdf"

 - "Form_AirDistrict.pdf" for the Asbestos Survey or Air District approval documents.
 - "Form_EnvHealth.pdf" for the Land Use Questionnaire
 - "Form_FireFee.pdf" for the impact fee form
 - "Form_FSAFee.pdf" for the impact fee form
 - "Form_Recycling.pdf" for the Construction and Demolition Debris Recycling Plan
 - "Form_School.pdf" for the impact fee form
 - "Form_SpecialInspections.pdf" for inspections required by CBC Chapter 17.

 - "Plans_Combined.pdf"

 - "Specs_FireProtection.pdf" for materials or systems regulated by fire codes.
 - "Specs_FloodProtection.pdf" for materials or systems regulated by flood ordinance.
 - "Specs_Electrical.pdf" for materials or systems regulated by electrical codes.
 - "Specs_Mechanical.pdf" for materials or systems regulated by mechanical codes.
 - "Specs_Plumbing.pdf" for materials or systems regulated by plumbing codes.
 - "Specs_Structural.pdf" for materials or systems that resist structural loads.

Common Submittal Requirements

The following checklist includes commonly submitted forms, plans, and documents. Your project may require additional information but will probably not need everything on this list. Discuss your submittal requirements with a permit technician.

Common Forms

Most of these forms are associated with a review by an agency outside the control of the Building Division. Please work with these agencies to facilitate approval of your project:

- ❑ Air District Form (Yolo-Solano Air Quality Management District)
- ❑ Application for Building Permit
- ❑ Authorization of Agent
- ❑ Land Use Review Survey (Environmental Health)
- ❑ Facilities and Services Authorization Fee (FSA)
- ❑ Fire District Fee Form (Local Fire District)
- ❑ C&D Form (Integrated Waste Management)

Application for Building Permit

- Owner-Builder Form
- School District Fee Form (Local School District)
- Service District Form (Local Service District)
- Special Inspections and Testing Form

Common Supporting Documents

- Flood Zone Elevation Certificate
- Geotechnical Investigation Report
- Structural Calculations: Building, Foundation, Truss Calcs (truss calcs can be deferred)
- Fire Sprinkler Hydraulic Calculations (sprinkler plans and calcs can be deferred)
- Manufacturer’s Installation Instructions for listed and labeled appliances and equipment

Common Plan Sheets

- Cover Sheet including project information and a sheet index
- Site, Grading, Drainage, and Erosion Control Plans
- Disabled Access (See CBC definition of “Commercial Facility”)
- Floor Plan: all rooms, windows and doors must be labeled
- Means of Egress: Occupant Loads, Exit Access Distances, Exits, and Exit Discharge
- Elevations
- Electrical, Mechanical, and Plumbing Plans
- Structural:
 - o Foundation Plan and Footing Details
 - o Framing Plan with all headers and beam sizes
 - o Braced Wall Plan, Shear Wall Plan and/or moment frame connection details.
 - o Sections and Details: Roof-Ceiling Assemblies, Wall Assemblies, and Floor Assemblies
 - o Sections and Details: All connections between the roof, ceilings, walls, and floors.
- Fire Safety: alarms, site access, sprinklers (deferrable), water supply, and wildland-urban interface
- Environmental Health: septic systems, wells, hazardous materials, and food equipment plan (sinks)
- Energy Code (Title 24): Envelope, HVAC, water heating, pool and spas, solar ready, indoor/outdoor lighting, power distribution, and signs.
- CALGreen Requirements: lighting, envelope, HVAC, water heating, etc.
- Landscaping/Irrigation Plans

Office Use Only:

This submittal is _____ Complete _____ Not Complete

Submittal Needs: _____

Reviewed By: _____ Permit Number(s): _____

OFFICE USE ONLY

Intake Quality Control

After accepting a submittal and the customer leaves, continue to double check the permit to make sure everything is correct.

Assigning and Scheduling Reviews

Check the fees and reviews in Clariti. Many of them auto-populate, but still must be checked for consistency with the proposed scope of work.

Building Division

- BD Nonstructural
- BD Structural
- BD Trades: electrical, mechanical and plumbing
- Fire
- Flood
- WUI

Other Reviewers

- Air District
- Environmental Health
- Fire District
- Integrated Waste Management
- Planning (collect "minor" fee)
- Public Works
- School District
- Service District

Fees

- Check the fees in Clariti. Many of them auto-populate, but still must be checked for consistency with the proposed scope of work.

Peer Review

- Request a colleague to review the permit you created to verify the accuracy of all documents, fees, and reviews.

Peer Approval

I have checked this submittal and worked with the intake technician to correct any deficiencies.

This submittal is complete and ready for plan review.

Peer Reviewer Initials _____ Date _____