



# RESIDENTIAL BUILDING PERMIT CHECKLIST FOR THE COUNTY OF SONOMA

STARTING YOUR  
REBUILD RIGHT

## REBUILDING TOGETHER

Additional information regarding the Sonoma County rebuilding effort available online:  
[SonomaCounty.CA.Gov/Rebuild](http://SonomaCounty.CA.Gov/Rebuild)  
[SonomaCountyRecovers.org](http://SonomaCountyRecovers.org)



## WHAT YOUR PROCESS WILL LOOK LIKE

# WHAT DOCUMENTS YOU NEED TO GET YOUR BUILDING PERMIT



The required submittal documents listed below may vary based on location of project and scope of work. Prior to submitting your project for plan check, applicants are advised to come to the Resiliency Permit Center (448 Fiscal Avenue, Santa Rosa) and talk to a representative to determine what additional documentation, if any, may be required for your rebuild.

## REQUIRED DOCUMENTS

### 🏠 FULLY DIMENSIONED PLANS — 2 full size sets (24"x36") OR electronic format

- Title Sheet
- Grading & Drainage Plan
- Site Plan
  - Fire Department Site Plan
- Architectural Plans
  - Residential New Construction 2016 CALGreen Checklist
- Elevations
- Foundation Plans
- Structural Plans
- Framing Plans
- Roof Plans
- Calculations
- Geotechnical Report (soils report)
- Mechanical Details
- Electrical Details
- Plumbing Details
- Modified Findings Report (required if on septic system)

### KEY THINGS TO KNOW:

- Take advantage of the County's free **Pre Application Screening** service to review your application with staff before submittal.
- We are **accepting electronic plan submittals**.
- **An incomplete packet will not be accepted** and will require you to come back at a later time with missing information.
- **How to pay for required fees:** Mastercard, VISA, check or cash are accepted.
- To read **Frequently Asked Questions** about re-building, visit [SonomaCounty.ca.gov/Rebuild](https://www.sonomacounty.ca.gov/Rebuild)

# WHAT YOUR PERMIT PROCESS WILL INCLUDE

## PLAN AND DOCUMENT DETAILED REQUIREMENTS

### 🏠 TITLE SHEET

- Project Address and Assessor Parcel Number
- Complete Project Description
- Lot Size
- Required and Proposed Setbacks
- Required and Proposed Height and Number of Stories
- Allowable Density, Proposed Density
- Required Calculations - existing and proposed square footage, demolished square footage, Floor Area Ratio, lot coverage, parking requirements, etc.
- Zoning Designation and General Plan Land Use Designation
- Current Applicable Code Edition
- Existing and Proposed Uses
- Occupancy Group per California Residential Code CRC Classification – (R-3 Single family residential)/ (Storage garage area)
- Owner's name, Name of Architect/Designer or person preparing the plans, and any other professionals associated with the project
- Date plans were prepared
- Reference any applicable case numbers such a conditional use permit, variance, etc.

### 🏠 GRADING & DRAINAGE PLAN – Required if grading is in excess of 100 cubic yards

(Please see grading questionnaire)

- Grading Permit Questionnaire Form GRD-002**  
[SonomaCounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147551978](https://SonomaCounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147551978)
- Grading Permit Required Application Contents Form GRD-004**  
[SonomaCounty.ca.gov/PRMD/Instructions-and-Forms/GRD-004-Grading-Permit-Required-Application-Contents](https://SonomaCounty.ca.gov/PRMD/Instructions-and-Forms/GRD-004-Grading-Permit-Required-Application-Contents)
- Site drainage plan
- Identify the location of wells, septic system, sewer tie in, utilities etc.

### 🏠 SITE PLAN

- Include all property lines, easements, lot dimensions, streets/alleys with dimensions
- Outline and dimension of all existing and proposed structures with their uses identified,

# WHAT YOUR PERMIT PROCESS WILL INCLUDE

including accessory structures such as patios, decks, garages, pools etc.

- Highlight or hash proposed addition or remodel area
- Show all existing and proposed work within the Public right-of-way, including drive apron, drainage improvements, meters, street, pull-boxes, utility poles etc.
- Required and proposed yards dimensions
- Vicinity Map showing ½-mile radius street system with project site highlighted.
- North arrow and drawing scale.

## 🏠 FIRE DEPARTMENT SITE PLAN

**Fire Safe Standard Drawing:**

[SonomaCounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147495216](https://sonomacounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147495216)

**Fire Safe Standards:**

[SonomaCounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147555665](https://sonomacounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147555665)

- Show location of Fire Department Connection (FDC) in address site of the building
- Show Location of Double Detector Check Valve (DDCV)
- Emergency access (If house is being moved and new access is required)
- Location of emergency water supply (Size and specification of tank/hydrant)
- Submit Fire Sprinkler Plan if required: All new construction shall be provided with Automatic Fire Sprinkler System per California Residential Code.

## 🏠 ARCHITECTURAL PLANS

- Provide floor plans for each level of buildings
- Label the proposed (and existing, if any) use of each room.
- Show location of smoke detectors, carbon monoxide alarms, switches, plugs, and lights fixture
- Show landings at doors, stairs with rise and run, handrails, guardrails, etc.
- Label overall footprint dimensions and the incremental dimensions where there are changes in the exterior building lines
- Show the interior layout including walls and other fixed objects (counters, booth, freezers, etc.)
- Label incremental dimensions showing the size of individual rooms that add up to the overall foot print dimensions
- Label the dimension and outline of outdoor features (including columns and support posts) immediately adjacent to the building, such as roofed projections (porch covers, patio covers, awnings, canopies) and ground-level paving (landings, steps). Use a single dashed line for rooflines and single solid line for paving edges to distinguish these from other items on the floor plan
- Label the location and size of exterior openings (doors, windows)
- Show all relevant features and compliance documentation of Title-24 reports
- Show all relevant features and compliance documentation of the California Green Building Standards Code requirements

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- Form (BPC-059 ) [SonomaCounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147550805](https://www.SonomaCounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147550805)

## 🏠 ELEVATIONS

- Provide elevations of all four sides of buildings indicating the different features on the elevations with a key (e.g. 1,2,3,4) that relates to the material table on the same sheet
  - PLANS shall include building materials, system and/or assemblies used in the exterior design and construction of new building or addition to existing building shall comply with the requirements of California State Fire Marshal for Wildland-Urban Interface Code. (if proposed project fall in a SRA WUI area)
- For remodels and additions: Distinguish between the existing and new portions of an elevation.
- Label existing and finished grades.
- Label the overall height of the building and incremental heights of the floor and ceiling of each level to the top of the building façade from existing grade.
- Provide exterior section elevations of building projection, wings, and other sides not visible on the four elevations provided.
- Label the roofline (in dashed lines) if it is located behind a parapet or other façade that extends above the roofline.
- Show the typical location of roof-mounted equipment.
- Depict compliance with encroachment plane requirements, if applicable.

## 🏠 FOUNDATION PLAN

- Completely dimensioned plan including exterior and interior footing. Label and locate porches, patios, decks, garage, etc. Locate and note size of anchor bolts, rebar, straps, and hold-downs on plans. As applicable, note size, number, and location of crawl space vents.

## 🏠 STRUCTURAL PLANS – plans and calculations must be stamped and signed by the licensed professional\*

**\* Engineering is required for any structure not conforming to the conventional light wood framing and bracing requirements per prescriptive provisions of California Residential Code. All 2 or more story building additions require the stamp of a licensed professional (Architect or Engineer).**

### Specific County of Sonoma Design Requirements:

- Wind: Basic LRFD wind speed for dwellings is 110 mph, and 100 mph for uninhabitable accessory structures. Most sites will be classified as Exposure C. Exposure D shall be used close to the coast and Exposure B may be used with justification. When CRC Table 602.10.3 is utilized, the Ultimate Design Wind Speed of 110 mph shall be assumed.
- Seismic: Seismic Design Category is site specific and will typically be D2 or E.

# WHAT YOUR PERMIT PROCESS WILL INCLUDE

- Minimum soil pressures on retaining and foundations walls shall be 60 pcf for active pressure and 100 pcf for at-rest pressure without an applicable geotechnical report. (CBC Table 1610.1)
- Identify the use of each room (kitchen, bedroom, family room etc.) with dimensions
- Provide plans which adequately dimension all braced wall segments and locations for non-engineered plans
- Identify and dimension engineered shear wall locations and minimum length
- Justify the amount of bracing provided at each wall line, per wind and seismic requirements of the CRC for non-engineered structures
- Provide adequate identifications of assumed braced wall lines for conventional bracing, and provide on the plans lateral load resisting gridlines, corresponding to the structural calculations, for engineered structures.
- Show complete detailing of structural connections for lateral and vertical stability, structural specifications, bracing, structural and construction details
- Detailed Structural Elements: Foundation, Floor System, Roof Type, Wall
- Gable End detail / beam elevation changes /rake beam details
- Structural elements specifications, schedule, sufficient details to indicate code compliance.

## 🏠 FRAMING PLANS

- Floor framing plan
  - Identify and dimension all footings, identify framing members and sheathing for floors. Show size and spacing of joists and beams with grade of lumber to be used. Carry all vertical and lateral loads to footings
- Roof framing plan
  - Roof framing: truss anchors and uplifts including permanent bracing
  - Identify type of roofing materials, framing and sheathing for roof and ceilings. Show size and spacing of joists, rafters, and beams with grade of lumber to be used. Carry all vertical and lateral loads to footings

## 🏠 CALCULATIONS – 2 sets each OR electronic format

- “Wet” stamped and signed Structural Calculations
- Roof truss calculations
- Energy Title-24 reports and energy features on plans (registered with a HERS provider)

## 🏠 GEOTECHNICAL REPORT (soils report)

- Please note that a plan review letter from the geotechnical engineer stating that he/she has reviewed the project plans and have found that the recommendations from the Geotechnical

# WHAT YOUR PERMIT PROCESS WILL INCLUDE

Report have been properly incorporated into the project plans will be required.

## 🏠 MECHANICAL DETAILS

- Location and size of all registers (supply and return)
- Size, location, and manufacturers specifications for all equipment
- Location of all vents penetrating exterior walls or roofs

## 🏠 ELECTRICAL DETAILS – Provide electrical service load calculations for dwellings with services 400 amperes or greater or as determined by the Plans Examiner.

- Location of electrical meter (existing and proposed)
- Location of sub-panels and switches
  - Size of main switch
  - Circuit schedule and demand load
  - Single line diagram

## 🏠 PLUMBING DETAILS

- Show all plumbing relevant fixtures and required clearances
- Include pipe size, material type and fixture unit table
- Water distribution (required for dwelling units over 5,000 square feet)
- Waste and venting (required for dwelling units over 5,000 square feet)
- Gas distribution (required for projects with a gas demand of over 300,000k btu's)
- Fixture calculations (required for dwelling units over 5,000 square feet)

## 🏠 POTENTIAL ADDITIONAL DOCUMENTS

- Landscaping Plan: Not required but if submitted, WELO standards apply.
- Survey: May be required where structures are located at minimum setback distances or if setback determinations cannot be verified at first inspection. As a general mark all property lines where the actual setback is less than twice the minimum required. This should be done prior to calling for your first inspection.
- Drainage report: May be required for the construction or alteration of drainage features such as swales, culverts, or pipes. The drainage report must demonstrate compliance with county drainage standards and handout DRN-006.
- Permit for well construction or deconstruction
- Permit for septic system installation, replacement, repair, or tank destruction
- Permit for public sewer connection
- Water Supply:
  - o For municipal water supply, the County is working with a purveyor to get a general will serve letter for each district.