



# DEPARTMENT OF RESOURCE MANAGEMENT

## Building Division

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### CONVERSION & INTERIOR REMODEL APPLICATION CHECKLIST

(REV: 07-16-20)

This checklist is to be used for an interior remodel of a single family residence, guest house, or a residential accessory dwelling unit.

**Your application is complete and ready to submit when you have ALL the items listed below:**

- Complete Application & Method of Payment
- (If Required) Complete Owner Builder Form
- Plot Plans, **\*4 Copies**; Fire District must approve (2) If Not Cal fire
- 2 Full Sets of Construction Plans, with **Existing** and **Proposed** Floor Plans, both floor plans shall be dimensioned, labeled, and include:
  - All Windows and Doors
  - Plumbing Fixtures, With Location
  - (If Required) Framing Details
  - Electrical Plan, Including Co And Smoke Detectors
- Structural Calculations, **\*2 Copies** Stamped and Signed (When Plans Are Stamped)
- Energy Calculation, **\*2 Copies**
- Manual J, D or S Heating/Cooling Design, **\*2 Copies**
- (Separate) **Before** and **After** Floor Plan, **\*2 Copies** of Each

**Required If Conditioned, Engineered or By Local Fire District:**

- Fire Sprinkler Plans (If Required by Local Fire Districts), **\*3 Copies**

**\*\* IN ORDER TO PROCESS THE APPLICATION, ALL STAMPED PLANS MUST BE SIGNED\*\***

**Please Note: permits and review from other outside agencies and/or departments, such as *Shasta County Department of Environmental Health, Water Resources, Fish and Wildlife, Shasta County Department of Public Works* or other state of California agencies may be required in order to approve your permit.**

*Please be reminded, applications are not processed on Wednesdays*