



# DEPARTMENT OF RESOURCE MANAGEMENT

## Building Division

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### SINGLE FAMILY RESIDENCE APPLICATION CHECKLIST

(Rev: 08-10-21)

This checklist is to be used for the new construction of single family residence, accessory dwelling units, and guest houses.

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

- Complete [Application](#) & Method of Payment for Application Filing Fee
- (If Required) Complete [Owner Builder Form](#)
- [Plot Plans](#), \*7 Copies; Fire District Must Approve (2) If Not Cal fire
- [Construction Plans](#), \*2 Full Sets; Including:
  - Concrete Mix Design, \*2 Copies
  - Construction Waste Plan (If Not on Plans), \*2 Copies
- (Separate) Floor Plan, \*2 Copies
- [Grading](#) & [Erosion Control Plan](#), \*2 Copies – See Grading Checklist
  - (If Required) [MS4](#), \*2 Copies
- Structural Calculations, \*2 Copies Wet Stamped (When Applicable)
  - Truss Calculation, \*2 Copies Include the Engineers Acceptance Letter (When Applicable)
- Energy Calculation, \*2 Copies
- Manual J, D or S Heating/Cooling Design, \*2 Copies
- Legal Creation Documents for Undeveloped Parcels
- Fire Sprinkler Plans, \*3 Copies (For Cal Fire District) or Submitted to Fire District

**\*\* 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 contact CAL Fire regarding a Timber Harvesting Plan if removal of trees may be included in your project.**

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