



# PLUMAS COUNTY BUILDING DEPARTMENT

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## Building Permit Submittal Requirements: Single Family Dwelling – R3<sup>1</sup>

This paper lists the documents required to obtain a building permit for a single family dwelling. Some of the documents are required at the time of submittal, while others may be provided after submittal. However, all listed documents must be provided before the permit can be issued.

**Complete Submittal:** To be deemed a complete submittal, all of the items listed as required at the time of submittal must be provided, including construction drawings which comply with the *Construction Drawings - Minimum Requirements* document. A submittal may be determined to be incomplete during the initial submittal process, or later when reviewed by a Planner or Plans Examiner. When an incomplete submittal is resubmitted, it will take its place at the end of the line in the plan review que as a new submittal, and is required to comply with all codes, laws, ordinances in effect at the date of resubmittal.

**To Expedite The Plan Review Process, Pre-submittal Meeting :** While this is not required, when followed the overall building permit submittal processing time is often significantly reduced, and additional back-check plan review fees are avoided. Prepare a preliminary site plan, floor plan for each floor level, and preliminary cross-section(s). Schedule a pre-submittal meeting<sup>2</sup> with a Plans Examiner to review preliminary drawings in an effort to find unanticipated requirements early in the plan preparation process.

**Forms, Etc.:** Many of our forms, pamphlets, policy statements, and handouts are available on the County website: [www.plumascounty.us](http://www.plumascounty.us). We continue to add new documents and information to the website, so we suggest bookmarking the page and viewing it regularly for the latest information.

## **Documents Required at Time of Submittal:**

1. Completed **Single Family Dwelling Building Permit Application**. Must include email addresses for both property owner and design professional in responsible charge, and signature of property owner and general contractor (unless owner-builder).
2. **Plot Plan**. Sheet showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that is to remain on the site or plot. The building official may waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.
3. **Construction Drawings**: Two complete sets, plus one additional floor plan (for use by the Assessor's Office). See *Construction Drawings – Minimum Requirements for Single Family Dwelling* document for information regarding the minimum drawings and details required to be provided on the construction drawings. **Incomplete construction drawings cause a submittal to be deemed incomplete**. Please thoroughly review the requirements for construction drawings and schedule a pre-submittal meeting.
4. **Structural Calculations**: Vertical and lateral calculations, stamped and signed by a California licensed engineer or architect.
5. **Automatic Fire Sprinkler System Construction Drawings**: Construction drawings and necessary documentation showing in detail compliance with California Residential Code Sec. R313.3 or NFPA 13D. The method(s) of freeze protection must be fully detailed. See <http://plumascounty.us/index.aspx?NID=1944>
6. **Energy Compliance Documentation**: Documentation showing compliance with the requirements of the California Energy Code.
7. **Roof Truss Calculations**: If the structure is built using roof and/or floor trusses, truss calculations are required. Preliminary truss calculations are acceptable for submittal. Stamped and signed truss calculations are required prior to roof nailing inspection.
8. **Plan Check Fee Paid**. Fee covers initial plan check review and **one** back-check. Additional back-checks are charged at the current department hourly rate. See Plan Check Back-Check policy: <http://plumascounty.us/DocumentCenter/Home/View/3848> . The plan check fee is non-refundable.

**Note:** All the submittal documents (including each page of the construction drawings) are required to be signed by the persons preparing, or who is in responsible control of the documents, as evidence of the person's responsibility for those documents. If the responsible person is a licensed architect or engineer, they are required to stamp and sign the documents for which they are responsible. All of the structural sheets of the construction drawings are required to be stamped and signed by a licensed California architect or engineer (if all sheets are stamped and signed, that is of course acceptable). *B&P Sec. 5536 - 5538*

## **Documents Required Before the Building Permit is Issued:**

(exceptions noted)

1. **General Contractor Designated with Signature on Application, or Owner-Builder Form Initialed and Signed by Property Owner.** If not previously provided, Building Permit Application form must have all required signatures. Please call our knowledgeable and helpful Permit Technicians with any questions.
2. **Potable Water Supply:** Either a will-serve letter from the local CSD or a water well permit issued by the Environmental Health Department.
3. **Sewage Disposal:** Either a will-serve letter from the local CSD or a Sewage Disposal System permit issued by the Environmental Health Department.
4. **Driveway Encroachment Permit or Written Waiver:** Neither is required if driveway does not encroach onto a county or state road.
5. **Firesafe Driveway Permit Issued:** Not required if the dwelling is attached to an existing structure.
6. **Grading Permit Issued:** Not required for excavation directly necessary to construct the foundation of the structure. Required when earthwork beyond the minimum necessary to construct the foundation footings is performed (i.e., driveways, site leveling, drainage). See our *Grading* pamphlet for further information.
7. **Special Inspector's Name & Qualifications Submitted for Building Official Approval:** Rarely required for residential dwelling construction. Your design professional should advise if this is required. If required, provide special inspector's name and statement of qualifications for Building Official's approval of inspector.
8. **Accurate Detailed Directions to Jobsite.** Some jobsites are easy to find, while others are very difficult to find. Accurate detailed directions to the jobsite are required for all submittals. If your jobsite is easy to find, directions are correspondingly quick and easy to provide. Failure to provide accurate directions may result in a canceled inspection and the assessment of re-inspection fees.
9. **Fire Mitigation Fee Receipt:** Only applies to structures built in the Walker Ranch planned unit development, which currently includes the following subdivisions: Bailey Creek, Foxwood, Cedarwood, Trailhead, and Red River.
10. **Design Review Approval:** Only in areas with Design Review requirements (Johnsville, Quincy and Chester Main Street corridors), review and approval required.
11. **Architectural Design Review Approval:** Only applies to the Gold Mountain subdivision.
12. **Fees Paid:** All remaining fees paid.

**Revisions:** If revisions are desired or required after the initial building permit submittal, the following applies:

1. **Revisions not complying with these requirements will be returned as incomplete.**
2. All changes, additions, and/or deletions are to be “clouded” on all sheets where the revision(s) applies.
3. A revision legend is required on each revised sheet, which shows revision reference number, date of the revision, and who/what initiated the revision, e.g., owner, plan-check, field change, or “as-builts” to reflect deviation from approved construction drawings.
4. The sheet number is to be modified to add the suffix “R#” to the previous sheet numbering, where # is number of times the sheet has been revised. Example:
  - Sheet number was originally Sheet S4. The first revision to this sheet would be labeled Sheet S4 - R1.
  - A second revision to the Sheet S4, would be labeled as Sheet S4 - R2.
5. When more than 50% of the construction drawing sheets contain revisions, two new fully collated sets of construction drawings are required, unless the entire construction drawing set is less than eight total sheets.
6. If the revision increases or decreases the square footage of any portion of the project, one additional floor plan sheet(s) is required for the County Assessor, and permit fees will be appropriately adjusted.
7. Plan-check review of the revision is charged at the current department hourly rate.

**Expiration Policy:** A submittal for a building permit expires 12 months after the submittal date unless a building permit has been issued, or an extension of time has been granted. See *Expiration Policy*: <http://plumascounty.us/DocumentCenter/View/9717>

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**Footnotes:**

1. R-3 Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-2.1, R-3.1, R-4 or I.
2. It is generally most effective for the meeting to occur as a face to-face meeting in the Quincy Permit Center building. However, phone meetings with drawings sent electronically can also be arranged.