



PLUMAS COUNTY BUILDING DEPARTMENT

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Building Permit Submittal Requirements: Residential Garage – Group U¹

Listed below are the items and documents required in order to obtain a building permit for a residential garage. Some of the documents are necessary at the time of submittal, while others may be provided after submittal - but are required before the permit can be issued.

Questions: We encourage questions! Addressing questions and problems in the initial stages of the project is much more efficient than dealing with problems later.

“There are no foolish questions, and no man becomes a fool until he has stopped asking questions.” ~Charles Proteus Steinmetz

Forms, Etc.: Many of our forms, pamphlets, policy statements, and handouts are available on the County website: www.plumascounty.us. Placing the cursor over *Departments* near the top of the home page will display a dropdown menu of departments. Select *Building Department* from the menu to go to the Building Department front page. Click on *Building Department Forms* near the top left of the page. 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.

Recommended First Steps: The following are initial steps we suggest you follow. While these steps are not required, when followed the overall building permit submittal processing time is often significantly reduced, and additional back-check plan review fees are avoided. Unanticipated requirements, which may otherwise not be found until after the working drawings were completed and submitted for plan check review, can be reduced or eliminated.

1. Prepare preliminary site plan. Schedule a free pre-plan preparation meeting² with a Planning Department Planner to determine the land use requirements that apply to the project, e.g., compatibility with zoning, property line setbacks, fire-safe drive way requirements, flood plain, design review, subdivision/parcel specific requirements.
2. Once the land use requirements are determined, prepare a preliminary floor plan for each floor level (including a partial for the adjacent area of any existing attached structure, and attic storage areas above garage, if applicable) and a preliminary cross-section. Schedule a free pre-submittal meeting* with a Building Department Plans

Examiner to review preliminary drawings in an effort to find unanticipated requirements early in the plan preparation process.

Complete Submittal: To be deemed a complete submittal, all of the items listed below must be provided at the initial submittal. A submittal may be determined to be incomplete during the initial submittal process, or later when reviewed by a Planner or Plans Examiner. Incomplete submittals are not accepted or “held” waiting for the required additional items. Incomplete submittals are not assigned a submittal date or submittal number.

When an incomplete submittal is re-submitted, it is assigned the appropriate new submittal date and number. The re-submittal must comply with all requirements in effect at the date of re-submittal.

Items Required at Time of Submittal:

1. **Completed Building Permit Application.**
2. **Site Plan.**
3. **Construction Drawings:** Two complete sets, plus one additional floor plan (for use by the Assessor’s Office). See *CONSTRUCTION DRAWINGS – Minimum Requirements for Private Garages* pamphlet 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 take us up on our offer of a free pre-submittal meeting discussed in the *Recommended First Steps* section of this document.
4. **Structural Calculations:** Vertical and lateral calculations, stamped and signed by a California licensed engineer or architect.
5. **Roof Truss Calculations:** If the structure is built using roof trusses, truss calculations are required. Preliminary truss calculations are acceptable for submittal. Stamped and signed truss calculations are required prior to roof nailing inspection.
6. **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 re-inspection fee.
7. **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.

Items Required Before the Building Permit is Issued (with exceptions noted):

1. **General Contractor Designated with signature on application, or Owner-Builder Form Signed.** 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. **Fees Paid:** All remaining fees paid.

3. **Driveway Encroachment Permit Approved or Written Waiver:** Neither is required if driveway does not encroach onto a County or State road.
4. **Firesafe Driveway Permit Approved:** Not required if any portion of the proposed structure is less than 150 feet from the road that provides access to the parcel, or if the garage is attached to an existing structure.
5. **Grading Permit Approved:** 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.
6. **Special Inspector's Name & Qualifications Submitted for Building Official Approval:** Rarely required for residential garage 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.
7. **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.
8. **Architectural Design Review Approval:** Only applies to the Gold Mountain subdivision.

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

1. All changes, additions, and/or deletions are to be "clouded" on all sheets where the revision(s) applies.
2. A revision legend is required on each revised sheet, which shows revision reference number, date of the revision, and what initiated the revision, e.g., owner, plan-check, field change, or "as-builts" to reflect deviation from approved construction drawings.
3. If more than 50% of the construction drawing sheets contain revisions, two new fully collated sets of construction drawings are required. 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.
4. Plan check review of the revision is charged at the current department hourly rate.

1 Private garages and carports are limited to 1,000 square feet in area and one story in height. If no vehicle repair work is performed within the garage and no fuel is dispensed, the maximum area can be increased to 3,000 square feet. *CBC Sec. 406*

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.