



CITY OF WILLITS

111 East Commercial Street • Willits, CA 95490
 (707) 459-4601 • Fax (707) 459-1562 • www.willitscity.com

DATE RECEIVED:

APPLICATION NUMBER:

BUILDING PERMIT APPLICATION CHECKLIST, NEW CONSTRUCTION

This information is required pursuant to Section 19825 of the Health and Safety Code of the State of California.

PROJECT INFORMATION				
PROJECT ADDRESS:			APN:	
PROJECT DESCRIPTION:			ZONING:	
			PARCEL AREA:	
			LIVING AREA:	
			GARAGE AREA:	
			DECK AREA:	
OWNER INFORMATION				
NAME:				
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	CELL:		FAX:	
EMAIL:				
APPLICANT INFORMATION:				
NAME:				
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	CELL:		FAX:	
EMAIL:				
CONTRACTOR INFORMATION:				
NAME:				
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	CELL:		FAX:	
EMAIL:		CA. LIC #		
DESIGN PROFESSIONAL (Arch/Engineer)				
NAME:				
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	CELL:		FAX:	
EMAIL:		CA. LIC #		
SUBMITTAL REQUIREMENTS				
PLANS:	Submit two (2) complete sets of plans and specifications for single family residential construction or five (5) complete sets of plans and specifications for multi-unit residential or commercial projects. See Building Plan Submittal Requirement sheet attached.			
AQMD RELEASE:	Projects involving demolition of existing structures require an ASBESTOS DEMOLITION NOTIFICATION AND RELEASE FORM approved by the Mendocino County Air Quality Control District before permit is issued. See form (ADRN 2791) attached.			

Signature of Owner / Agent

Date

DEPARTMENT REVIEW

City Staff Use Only

PLANNING:

No Comments _____
(Dept) Signature Date

Comments/Conditions _____

(Dept) Signature Date

BUILDING:

No Comments _____
(Dept) Signature Date

Comments/Conditions _____

(Dept) Signature Date

PUBLIC WORKS:

No Comments _____
(Dept) Signature Date

Comments/Conditions _____

(Dept) Signature Date

SEWER:

No Comments _____
(Dept) Signature Date

Comments/Conditions _____

(Dept) Signature Date

WATER:

No Comments _____
(Dept) Signature Date

Comments/Conditions _____

(Dept) Signature Date

FIRE DISTRICT:

No Comments _____
(Dept) Signature Date

Comments/Conditions _____

(Dept) Signature Date

POLICE DEPT :

No Comments _____
(Dept) Signature Date

Comments/Conditions _____

(Dept) Signature Date

FEES

- Building Permit Application Fee, \$ _____
- Planning review, _____
- Sewer connection, _____
- Water connection, _____
- Building Permit, _____
- Grading Permit, _____
- Encroachment Permit, _____
- School Impact Fee, _____
- Building Standards Fee, _____

**CITY OF WILLITS
COMMUNITY DEVELOPMENT DEPARTMENT
NEW CONSTRUCTION
BUILDING PLAN SUBMITTAL REQUIREMENTS**

All plans must be clearly drawn on 11" X 17" or larger sheets including the following pages:

Plot Plan: Show property lines with dimensions, locations of all structures including proposed fencing on property to scale, existing and proposed elevation contours, proposed setbacks from property lines, driveway(s), lot and building square footage, street improvements, sewer and water connections, assessor's parcel number, north arrow and street address.

Floor Plan: Show all dimensions, use of each room, windows, doors, plumbing fixtures, electrical and mechanical features. Plan must be drawn to scale at 1/4" = 1'- 0" or larger.

Foundation Plan: Show dimensions and details of all foundation conditions, footings, piers, walls and structural slabs including reinforcing, anchor bolts, tie-downs, crawl space access and ventilation.

Elevations: Exterior views from each side, (min. of 4 sides) identifying all exterior building materials, windows, doors, roof pitch, existing and proposed grade, setback to slopes greater than 3:1 (horz:vert), stepped footing outline and appropriate details.

Framing Plan: Show all floors, ceilings, roofs, stairs, walls, decks and porches. Identify the size and spacing of all framing members, locate all tie-downs, connections and cross reference all applicable details. Dimension heights of floors, ceilings and roofs from grade.

Cross Sections: At least one cross section through entire building from bottom of footing to top of roof structure. Identify all structural members and insulation. Include other sections as required for complex structures, fireplaces and special framing details.

Structural Details: Structural details for all foundation, floor, wall and roof construction. Include connections, support of beams, flashing, and wood to earth separation details.

Signed Drawings: Plans must be signed by the designer. If the structure is commercial, non-wood framed, a residence higher than two stories, non-conventional construction (metal, concrete or masonry), or a residential project with more than four (4) dwellings on a single parcel, the plans must be signed by a licensed engineer or architect.

Additional Submittal Requirements:

Title 24 Energy Calcs: All new construction and additions that increase conditioned floor space and volume require two (2) signed and stamped sets of Title 24 energy calculations.

Engineering Calcs: Any non-conventional construction (metal, concrete, masonry or long spans) requires two (2) signed and stamped, sets of structural calculations.

Geotechnical Report: Two (3) signed and stamped sets are required for all new commercial structures, or if indicated in structural calculations, building plans, subdivision development plans or by site evaluation. A plan review letter from the geotechnical engineer, verifying that all geotechnical recommendations have been adhered to, may also be required. Required for all proposed buildings in the Alquist-Priolo seismic zone.

Truss Calcs & Layout: Two (2) signed and stamped sets are required prior to under floor inspection when engineered trusses are used. Trusses over 40 feet long require engineered design of supporting walls at initial plan check submittal.

Grading Plan/Permit: Required if not exempted by CBC Section J103.2.

Special Inspections: When special inspection is required by CBC Section 1704, the architect or engineer of record shall prepare an inspection program which shall be submitted to the building official for approval prior to issuance of the building permit. (CBC Sec. 109)

Waste Recycling Plan: Applicant shall submit a waste diversion plan for a minimum of 50% of the waste generated from proposed project pursuant to Section 8.09.030, C of the Willits Municipal Code.



111 E. COMMERCIAL STREET

WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
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CONSTRUCTION AND DEMOLITION WASTE RECYCLING REQUIREMENTS

WILLITS MUNICIPAL CODE

8.09.030 - Diversion requirements.

At least the following specified percentages of the waste tonnage of demolition and construction debris generated from every demolition, remodeling and construction project shall be diverted from going to land fill by using recycling, reuse and diversion programs:

A.

Demolition: fifty percent of waste tonnage including concrete and asphalt, and fifteen percent of waste tonnage excluding concrete and asphalt.

B.

Reroofing of structures as a separate project: fifty percent of wood, slate or stone waste, and fifty percent of asphalt shingles when the community development department certifies that a reasonable recycling option for this material is available.

C.

Construction and remodeling: fifty percent of waste tonnage.

Separate calculations and reports will be required for the demolition and for the construction portion of projects involving both demolition and construction.