

Date _____ Assessor's Parcel No. _____ - _____ - _____	CITY OF PLACERVILLE PERMIT APPLICATION Part 19 SFD SUBMITTAL CHECKLIST To be Deemed Complete	Permit No: _____ Site Address: _____
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The following documents are required for a Single Family Dwelling application to be deemed a complete application submittal. Feel free to make any comments on this worksheet that will provide additional information necessary in reviewing your application.

The applicant must fill out the checklist by placing a check mark in the space shown under column "A" (for applicant). The Building Division will check and mark column "S" (for staff) as being received at application.

This worksheet must be completed and submitted with your Plan Review packet.

Permit application submittals for the following:

A	S	Form or information needed:	Description of requirements
<input type="checkbox"/>	<input type="checkbox"/>	Construction Permit Application. (Part 1a)	Complete the city's three part application and sign where applicable (the signature will be verified by office permit staff). Part 1a is standard information identifying the building project. The contractors name is only needed if the contractor is applying for the permit. The workers compensation information is required by both the contractor and owner builder. Enter none if a lender is not involved with a project otherwise include the lender's name and address.
<input type="checkbox"/>	<input type="checkbox"/>	Owner Builder Declaration (Part 2)	If you are applying as owner-builder, you must be the owner of record and complete part 2 of the multi-part application.
<input type="checkbox"/>	<input type="checkbox"/>	Application and Permit Expirations (Part 3)	Permit applications and issued permits have a limited time per city ordinances. Read part 3 carefully as it explains these expiration dates, limited refunds and recording of notices on property title when a permit expires.
<input type="checkbox"/>		Individual home owner association reminder (no form)	Check with your individual association for any possible contractual restrictions that may affect your construction project within the association. The Building Division does not enforce these restrictions nor require written approval.
<input type="checkbox"/>	<input type="checkbox"/>	Residential Construction Waste (Part 12b)	Effective January 1, 2016 the Green Standards Code mandates new residential construction projects to recycle and/or salvage a minimum 60% of the non-hazard debris generated during the project. Three methods are presented in the part 12b form, choose one method.
	<input type="checkbox"/>	Printed copy of Contractor's License information (done by city staff) when a licensed contractor applies.	Contractors acting as agent for the owner must have a current active California State Contractor's License, worker's compensation coverage, and a current City of Placerville Business License. These items will be verified by city staff using the State Contractor's License Board's website.

<input type="checkbox"/>	<input type="checkbox"/>	Obtain water and sewer services to the dwelling (water may be city or EID, check for service area) (Part 17)	When served by city water or sewer services, you must have or be able to obtain a water meter and sewer connection prior to permit issuance. When water services are by EID, they will review your project and approve the water meter. Verification of EID water service may be required at time of application. A second dwelling may be on the same meter but may require an upgrade to a larger meter, check with water purveyor. (see additional utilities information in this booklet)
<input type="checkbox"/>		Contact El Dorado County Environmental Management at Building C, Fairlane Court (for a septic waste system)	When the city public sewer is not within 200 linear feet of the new dwelling unit you must submit a percolation test and septic design to the El Dorado County Environmental Management Department. This may only be submitted with or after the City of Placerville building permit application.
<input type="checkbox"/>	<input type="checkbox"/>	City of Placerville, Engineer Division application. (Part 15) if an encroachment is proposed for the project. <input type="checkbox"/> Check if needed	An encroachment permit is needed if you are required to do any work in the public right-of-way (ie driveway, frontage improvement, sidewalk installation, street widening, etc.). Check with the City's Engineering Division for requirements. See the county Fire Safe Regulations for fire safe driveway information.
<input type="checkbox"/>	<input type="checkbox"/>	State of California CF-1R form (State approved forms or a computer energy analysis by a state approved program)	Include a State of California Energy Code, Building Energy Analysis (Title24), showing all requirements to prevent excessive energy use or loss. May be either a prescriptive or performance based submittal. Prescriptive forms are available from the California Energy Commission website or a performance based design by using an approved computer program available from the state or by outside contract designers. The CF-1R forms are not required to be registered at time of application. The registration is required for the form and results of a Home Energy Rating System HERS test.
<input type="checkbox"/>	<input type="checkbox"/>	A separate grading permit and plan (see plan requirements) Engineer Division review. (Part 14)	If the site requires grading to create a building construction site or driveway/road to the building, a grading permit may be required. Four sets of plans will need to be submitted for City Engineering Division review.
<input type="checkbox"/>	<input type="checkbox"/>	A separate retaining wall permit and engineered plans (see plan requirements) <input type="checkbox"/> Check if needed	If the site requires a retaining wall(s) to create a building construction site or driveway/road to the building, a separate retaining wall permit will be required. The wall design and engineering may be included with the grading plan submittal.
<input type="checkbox"/>	<input type="checkbox"/>	Plans for the construction of the dwelling. (see plan requirements as outlined in the SFD Booklet available at the building division)	Three complete sets of construction plans, one copy of the floor plan and elevation sheets, and three copies of any supporting documentation such as structural engineering, truss calculations, etc. One set will be returned approved to be used as the project construction plans. One set will remain in the Building Division and the separate floor plan sheet is sent to the county tax assessor.

Note: All fees for the city and other agencies will be due at issuance. A plan review fee will be determined and become due at time of application.

I understand the above information is required for a deemed complete SFD application submittal.

Signature of applicant		Date:	
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