



## BUILDING DEPARTMENT BUILDING PERMIT CHECKLIST

The following checklist is a list of typical submission requirements for a building permit. It is not intended to be a comprehensive list, nor would every item be required for every project. When you meet with the Building Department representative, please confirm the specific documentation you will need to submit based on the scope and components of your project.

- Cover sheet** with Sheet index, Scope of Work written description, Conditions of Approval, Vicinity Map
- Floor plan** of each level, label all rooms as to their use, existing and/or proposed. If remodeling, clearly identify new from existing elements.
- Site plan** including: Property lines, with dimensions, setbacks, easements, natural features. Contour lines, showing elevation changes on the property. North arrow. Names of abutting streets. The outline of existing and proposed buildings/additions, with dimensions. Driveway and other hard surface parking areas. Location of building sewer, septic tank and leach fields. Location of existing electrical meter/service equipment.
- Site drainage**, conveyance system, and termination.
- A survey**, performed by a state licensed surveyor.
- Erosion control plan** (erosion control must be in place at all times throughout the course of the construction project).
- Building exterior elevations** - all sides.
- Complete structural drawings** including foundations, floor, roof, deck, and wall framing plans. Roof/floor truss layout plan with calculations. A detail is required for each condition where new construction connects to existing construction (foundation, floor, walls, and roof).
- Cross sections** and details to sufficiently describe all construction. Include waterproofing and flashing methods for new opening in exterior walls and for infill framing where an opening is to be eliminated.
- Fireplace details** or manufacturer's installation instructions.
- Stairway details including** handrail and guardrails.
- Window and door schedules**, including size, opening and type of glass windows and skylights.
- Electrical plan**, indicating location of electrical panels, switches, outlets and types of lights.
- Plumbing plan** with fixtures, locations dimensioned and the fixture flow-rate.
- Details of heating equipment**, including size, location and type of fuel.
- Engineering plans** and calculations
- Geotechnical** reports
- Landscape plan** with exterior lighting, irrigation, and material list.

- Energy compliance** documents that meet California Energy Commission requirements (Energy Calculations), CF-1R (from Energy Calculations) on plans and in booklet form. Continuing energy documentation will also be required throughout the construction project.
- Additional information** necessary to describe the work and show that it will conform to the provisions of the codes, ordinances and laws as adopted by the City of Belvedere.
- Construction Management Plan** that accurately identifies the location of proposed construction vehicle parking, area proposed for the storage of construction materials, location of material deliveries, and any other areas that are proposed to be utilized during the course of construction.
- Required Sets.** Either 3, 6, or 8 complete sets of construction drawings are required, based on scope of application.

The Building Department prefers to receive permit applications digitally. Applications can be sent to Planning and Building Permit Technician, Nancy Miller, at [nmiller@cityofbelvedere.org](mailto:nmiller@cityofbelvedere.org). Once submitted, applications and accompanying materials will be reviewed to make certain that all necessary items have been submitted and found complete before the application will be processed.

If you have questions, please contact the Building Department at (415) 535-3838 or email the Planning and Building Permit Technician, Nancy Miller, at [nmiller@cityofbelvedere.org](mailto:nmiller@cityofbelvedere.org).