



RESIDENTIAL REMODEL CHECKLIST
FOR AN ALTERATION TO A SINGLE FAMILY DWELLING

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required by the plan’s examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

Ready to start your application? Click Here: salinas-ca-us.avolvecloud.com

LIST OF REQUIREMENTS	
GENERAL	Create a User Account or Login to Salinas Paperless Permits and Start a New Building Permit Application
	Plans: Signed and Dated PDF, Individual Sheets, Landscape, Accurate Scale, Sizes: 24”X36”, 30”X42”
	Files: Must be Print Ready With Correct Scale Ratio, With No Data Outside the Print Page Area, No Password Protection or Editing Security
	Sheet Number: The Sheet Number May be Listed With Decimals or in Whole Numbers (i.e 001, 002, 003)
	Sheet Name: The First Character Must Represent the Discipline Area (“A” For Architectural, “S” for Structural, Etc.) Sheet Name Must Clearly Indicate the Information Found on The Page Example: A002.1 – Second Level Floor Plan Details
COVER PAGE AND PLANS	Applicable Codes: 2022 California Building or Residential Code and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes and City of Salinas Municipal Code
	Preparer’s Title and Registration (If Applicable), Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner’s Name, Address, Phone Number
	Scope of Work Identifying All Work Proposed Under This Permit
	Project Data: Property Type, Type of Construction, Occupancy Classification, Square Footage of Remodeled Area, Building Height, Fire Sprinkler (Yes / No), Number of Stories
	Sheet Index
	Special Inspections Form (ST&I) Reproduced on Cover Sheet (If required)
	Floor Plans with Framing Details - Existing/Proposed, Dimensions, Label Each Building and Room
CONSTRUCTION PLANS & DETAILS	Site Plan: North Arrows, Scale, Setbacks, Lot Dimensions, Property Boundaries, Street Names, Building Footprint and Roofline with all Projections Dimensioned to Property Lines, Vicinity Map, New and Existing Structures, Gates, Walls, Fences, Driveways, Sidewalks, Easements, Utilities, Meter Locations, Etc.
	Exterior Elevations (If Modified)-All Sides of the Building, Existing/Proposed, Include Materials and Mechanical Equipment
	Cross Sections/Details
	Foundation Plan with Details (If modified)
	Roof Plan (If modified)
	Roof Framing Plan with Details (If modified)
	Wall Framing Plan with Details: CRC Braced Walls or CBC Shear Walls (If modified)
	Location of Mechanical Equipment and Specifications (If modified)
	Electrical Plan with Receptacles, Lighting and Panel Schedule (If modified)
	Gas Line Diagram and Calculations (If modified)
SUPPORTING DOCUMENTS	Energy Certificate of Compliance Forms Reproduced on Full Size Plan Sheets (If applicable)
	Cal Green Mandatory Measures Checklist Reproduced on Full Size Sheets (If applicable)
	Structural Calculations Signed and Dated (if required)
	Manufacturer Specifications and Cut Sheets (if required)
	Special Inspections Form (ST&I) Reproduced on Cover Sheet (If required)
	Construction & Demolition Waste Form

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The city is required by law to enforce numerous federal, state and local construction and development regulations to ensure that your project is safe and an asset to the community.

Division Contact Information:

Planning	758-7206	currplanwebmail@ci.salinas.ca.us
Engineering	758-7251	encroachment@ci.salinas.ca.us
Fire	758-7261	fireprevention@ci.salinas.ca.us
Building	758-7251	askbuilding@ci.salinas.ca.us
Paperless Permit	758-7131	paperlesspermit@ci.salinas.ca.us