



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

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. Failure to include items below will delay the permitting process.

When ready to submit. Attach all documents listed below to an email. Send the email to epermit@ci.salinas.ca.us. Each document should be in PDF format with a label matching those used below.

Documents	
GENERAL	Completed Building Permit Application
	Plan Set - Signed and Dated (A Single PDF File Containing All Plan Sheets, 24"x36" Minimum)
	Structural Calculations – Signed and Dated (If Required)
	Construction & Demolition Waste Form
	Manufacturer Specifications and Cut Sheets
COVER SHEET	Applicable Codes: 2019 California Residential Code and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes and City of Salinas Municipal Code
	Preparer's Name, Title and Registration (If Applicable), Address, Phone Number
	Project Name, 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	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)
	Energy Certificate of Compliance Forms Reproduced on Full Size Plan Sheets (If Applicable)
	Cal Green Mandatory Measures Checklist Reproduced on Full Size Plan Sheets (If Applicable)

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	epermit@ci.salinas.ca.us