



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7241 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

Permit Submittal Checklist

Residential: New Addition Remodel Code Enforcement (Violation # _____)

Commercial: New Addition Tenant Improvement Code Enforcement (Violation # _____)

I understand this may not be a complete list of required items due to the variations of each project and additional code related information may be required. I understand that an incomplete plan check submittal may result in delays.

Applicant Name: _____

Signature: _____

E-mail: _____

Date: _____

		<i>Documents</i>	Required		
			Provided	Yes	No
GENERAL	Completed Building permit application				
	(3) sets of plans - <i>signed and dated</i>				
	(2) sets of supporting documentation - <i>signed and dated</i>				
	Completed Construction and Demolition waste form				
	Plans prepared by a CA licensed design professional				
	Zoning entitlement: _____				
COVER SHEET	Applicable Codes: 2016 California Building or Residential Code and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes and City of Salinas Municipal Code				
	Scope of work				
	Address				
	Project data: Type of Construction, Occupancy classification, Square footage of existing/new proposed, Occupant load, Fire Sprinkler and/or Alarm				
	Site plan (north arrows, scale, setbacks, property boundaries, new and existing structures, driveways, sidewalks, easements, utilities, meter locations...etc.)				
	Sheet Index				
	Deferred submittal list – (Truss, Alarm, Sprinklers...etc.)				
	Special inspection				
CONSTRUCTION PLANS	Floor plans with framing details (existing/proposed)				
	Elevations				
	Cross Sections/Details				
	Foundation plan with details				
	Wall framing plan with details: <i>Braced walls (CRC) Shear walls (CBC)</i>				
	Roof framing plan with details				
	Mechanical Plans isometric with applicable code references and requirements				
	Electrical Plans single line diagram with applicable code references and requirements				
	Plumbing plan isometric with applicable code references and requirements				
	Energy certificate of compliance forms – <i>Incorporated into the planset</i>				
	Accessibility details and compliance with 11B-202.4				

STORMWATER - PUBLIC WORKS	Grading and Drainage plans				
	New impervious surface (square footage)				
	Address Map (electronic version)				
	Construction BMP's				
	FEMA – Floodplain Location Information				
	Public way improvements				
SUPPORTING DOCUMENTS	Energy compliance forms – <i>signed and dated</i>				
	Structural calcs – <i>signed and dated</i>				
	Soils reports – <i>signed and dated</i>				
	Special inspection form				
	Manufacturers Specifications				
REQUIRED CLEARANCES	Building	831 - 758 - 7251			
	Planning	831 - 758 - 7206			
	Public Works (<i>Engineering</i>)	831 - 758 - 7251			
	Fire	831 - 758 - 7466			
	Code Enforcement	831 - 758 - 7157			
	Health	831 - 755 - 4505			
	Air Pollution	831 - 647 - 9411			
	MRWPCA (Receipt or waiver)	831 - 372 - 2385			