



SUTTER COUNTY

DEVELOPMENT SERVICES DEPARTMENT

Building Inspection
Code Enforcement

Engineering/Water Resources
Environmental Health

Planning
Road Maintenance

PLAN SUBMITTAL CHECKLIST

Design Criteria:

- ◆ Seismic Zone D or provide analysis and calculations from California Registered Engineer
- ◆ Basic velocity 110 mph exposure C or provide wind speed calculations from California Registered Engineer
- ◆ 2022 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2022 Energy Standards (Title 24), and Health and Safety.
- ◆ Sutter County Ordinance Code Chapter 1780 “Floodplain Management” and FEMA Technical Bulletins
- ❖ **Site plans shall be sized 11” x 17” -see site plan checklist for further requirements**

Building Plan Criteria:

- ◆ Drawing sizes for the permit set of plans shall be a **minimum of 11” x 17”** to a **maximum of 36” x 42”** inches and all pages shall be the same size. Plans must be clear and legible; **illegible plans will not be accepted.**

Plans must be wet-signed by the preparer on each page. Engineers must affix their seal and wet-sign (cover sheet of supporting documents to be wet-signed).

Mandatory Requirements on Cover sheet of Plans: All items in Red must be on plan submittal

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| <ul style="list-style-type: none"> ◆ Property address ◆ Assessor’s Parcel Number (APN) ◆ Owner name, Phone number, Address, Email ◆ Contractor’s name, Address, Phone number, Email ◆ Business name ,Address Phone number, Email | <ul style="list-style-type: none"> ◆ The architect, engineer, and designer information included on the cover page. ◆ Sheet index: Description of page and page numbers. ◆ Existing and new floor plan (if applicable), North Arrow ◆ Statement of Use/Occupancy Classification/Code Study ◆ Type of Construction. ◆ Square footage of construction and building dimensions. ◆ Engineer’s scale used on the plans |
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Plans Prepared By:

- California Registered Architect
- California Registered Residential Designer
- Owner Builder
- California Licensed Contractor
- Structural Plans Included – Stamped and Signed by a California Registered Engineer

FOR OFFICE USE ONLY

- Permit Application Completed in computer
- Fire Department /Access road requirements completed
- Plan check only if special circumstances permits
- Additional comments: _____

Building Plans: 2 Sets Required (Solar Plans 2 sets see solar permitting checklist)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan per checklist and North arrow provided <input type="checkbox"/> Foundation plan and footing details <input type="checkbox"/> Floor framing plan (if raised foundation) <input type="checkbox"/> Geotechnical report, if applicable (Commercial) <input type="checkbox"/> Floor plan showing all rooms labeled, windows and door sizes, etc. <input type="checkbox"/> Roof framing plan with all headers and beam sizes <input type="checkbox"/> Elevations (North, South, East, West) <input type="checkbox"/> Truss calculations (2) copies (signed by engineer) <input type="checkbox"/> Complete electrical plans (main service, sub-panels, Lighting, receptacles, equipment, etc.) <input type="checkbox"/> Locations of plumbing and mechanical fixtures | <ul style="list-style-type: none"> <input type="checkbox"/> Cross sections showing construction details, Roof pitch, sizes & spacing of structural members <input type="checkbox"/> Structural plans, details, and calculations (2) copies <input type="checkbox"/> Title 24 energy calculations (2) copies (wet signed) <input type="checkbox"/> Fire sprinkler plans (2) sets with (2) sets of hydraulic calculations (Separate permit required) <input type="checkbox"/> Special or Local Flood Hazard Area Requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Base Flood Elevation, Floor Elevation, Survey Datum <input type="checkbox"/> Elevation Certificate (2 copies) <input type="checkbox"/> Smoke detector and Carbon monoxide detector locations <input type="checkbox"/> Plans and documents are clear & legible with permanent ink (No blue prints accepted due to scanning documents) |
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This is not a complete list of all required submittals and additional information may be required to facilitate plan review. Other departments and/or public agencies may review the plans before permits can be issued.

Sutter County Staff: _____ **Date:** _____