The following list includes all of the items that must be submitted for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please contact the community development staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a list of corrections will be returned to you. Any omissions or erroneous information could delay the processing of your application.

- Completed Building Permit Application form.
- Payment of plan review fees and deposit as established by the master fee schedule.
- A copy of a recent Title Report (within the last six months) for property ownership and easement verification.
- Four (4) sets of project plans, legible and drawn to scale.

Plans must include the following information:

- General Information on the first sheet:
  - Name, address and assessor parcel number of the project
  - Scale of the drawings (a standard architect’s or engineer’s scale must be used)
  - The date the plans were prepared and/or revised
  - Name and telephone number of the applicant
  - Name and telephone number of the person preparing the plans
  - A table containing the following statistics:
    - Zoning of the property
    - Total area (in square feet) of the project site
    - Allowable density for the property (Refer to Development Code Table 2.3 for Residential Zones Development Standards, Table 2.5 for Commercial Zone Development Standards, and Table 2.7 for Industrial Zones Development Standards)
    - Number of residential and/or commercial units proposed
    - A calculation of the number of parking spaces required (Refer to Development Code Section 3.50 Parking Regulations) and provided
    - Residential building area and use – living area, garage area, porch/deck
    - Commercial building area and use – office, retail, etc.
    - Industrial building area and use – manufacturing, office, warehouse
    - The area and percentage of the lot covered by structures
    - The area and percentage of impervious paving on the lot
    - The area and percentage of the lot used for landscaping

- Site Plan:
  - North arrow (with plan oriented so north points to top of sheet) and graphic scale on the drawings (a standard architect’s or engineer’s scale must be used)
  - Dimensioned property lines and all building setbacks (Refer to Development Code Table 2.3 for Residential Zones Development Standards, Table 2.5 for Commercial Zone Development Standards, and Table 2.7 for Industrial Zones Development Standards)
  - The location, name and width (including offers of dedication) of adjacent streets
  - Location and width of any drainage facilities or water courses (Refer to Development Code Section 5.50.080 Drainage Standards)
  - Existing and proposed public and private easements
  - All proposed improvements and any existing improvements to be retained (Refer to Development Code Section 5.20 Street Improvements)
• Parking spaces and aisles, fully dimensioned, including any handicapped parking
• Access and circulation of pedestrians and vehicles
• Location and height of walls, fences and exterior lighting
• Landscaped areas (Refer to Development Code Section 3.30 Landscaping Standards)
• Location of any signs (Refer to Development Code Section 3.60 Sign Regulations)
• Location of trash enclosures
• Location, type, trunk and canopy diameter, and status (to be removed, relocated, retained) of all existing
trees with a trunk diameter of 3” or more. An Arborist Report must be submitted (with the Application) if
oak trees are existing on site.
• Existing underground and overhead utilities and anticipated service locations to property

☐ Floor Plans:
• Scale of plans and North arrow
• Sizes and uses of all rooms
• Indicate stairways, steps, doorways, windows, closets, patios, porches, decks, built-in appliances, and
bathroom fixtures
• Indicate solid portions of walls with shading
• Show living area of each unit

☐ Elevations:
• All sides of all buildings (complete architectural rendering using north, south, east and west
designations; include details on fences and walls or other appurtenant structures)
• Include the outlines of neighboring buildings to compare the heights and relationships between existing
and proposed structures.
• Locations and sizes of signs, if applicable
• Dimensioned maximum height of building from edge of building at highest and lowest points of the lot
measured from natural grade (cross sections may be required in some instances). Provide roofline
elevations and natural stack elevations. Refer to Development Code Section 3.10.030.
• Source of natural grade elevation data must be indicated on the plans and tied to Grover Beach datum
• Materials and colors of all exterior surfaces and features, including fences and walls
• Exterior mechanical equipment and proposals for screening, including transformers, meter boxes, and
backflow devices, etc.
• Include a note on the plans that a building height certification is required at rough inspection if either of
the following situations applies:
  • If the structure is located north of West Grand Avenue in an R1 zone that exceeds 15 feet in height
  • If the structure has a proposed building height that is within five feet of the maximum building height

☐ Grading and Drainage Plan drawn by a licensed professional; stamped and signed (see Development Code
Section 5.50 and Grading and Drainage Checklist for additional information):
• Show existing topography and any significant vegetation (indicate size and type)
• Source of topographic information - must be tied to Grover Beach datum
• Show all proposed grading, provide estimated amounts of cut and fill
• Show all proposed drainage basins and calculate storage volume. Provide calculation indicating on-site
retention complies with Development Code Section 5.50.080.C
• Outline of all proposed structures, driveways, walkways, fencing, etc.
• Dimensioned property lines
• North arrow (with plan oriented so north points to top of sheet) and scale
• Show grades and structures within 10 feet of property boundaries

☐ Stormwater Packet (Also refer to Development Code Section 5.60 Stormwater Construction and Post-
Construction Management)
• C.1 Water Pollution Control Plan
• C.2 Erosion and Sediment Control Plan
• P.1 Stormwater Control Plan

☐ Structural Detail Plans

Submit two (2) copies of all required reports:

☐ Structural Calculations

☐ Energy Calculations/Title 24 Report

☐ Truss Calculations