



City of Grover Beach

COMMUNITY DEVELOPMENT DEPARTMENT

MAJOR BUILDING PERMIT CHECKLIST

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness prior to submittal. **Applications that are not complete will be rejected.** Check each box under “applicant” to indicate that the information has been provided. If you believe an item is not applicable to your application, please indicate with “N/A”. If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact staff at (805) 473-4520 or via email to comdev@groverbeach.org.

Major Permits – New Residential Units | Accessory Dwelling Units | New Commercial / Industrial Shell Buildings | Residential or Commercial Additions | Commercial Cannabis | Projects Requiring Encroachment Permits | New Accessory Structures | New Decks, Patios, and Pergolas | Rooftop Decks | Conversions or Tenant Improvements involving Structural Improvements & Calculations

****ELECTRONIC SUBMITTAL ONLY – NO HARD COPY SUBMITTALS****

Initial Review	15 Business Days
Subsequent Reviews	10 Business Days



INCOMPLETE SUBMITTALS WILL BE REJECTED & PROPERTY OWNER NOTIFIED

APPLICANT	N/A	CITY STAFF	REQUIRED ITEMS FOR ALL MAJOR PLAN CHECKS
<input type="checkbox"/>		<input type="checkbox"/>	COMPLETED BUILDING PERMIT APPLICATION. Application can be found here: https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP (IF PURCHASED WITHIN THE LAST YEAR). Examples include: A copy of a recent Title Report (within the last 12 months), closing statement, property tax bill indicated ownership.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COMMERCIAL CANNABIS SUBMITTALS. A separate security sheet (in PDF Format) if submitting a commercial cannabis Tenant Improvement / Site Improvement Plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GEOTECHNICAL SOILS REPORT. This is required for all additions over 500 square feet or new structures. This is to be completed by a licensed geotechnical engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POST STORMWATER POST CONSTRUCTION PACKET. This form is to be completed and signed if adding any new impervious surface. This packet can be found here: https://grover.org/DocumentCenter/View/4567/Development--Construction-Stormwater-Requirements?bidId=
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE DESIGN STANDARDS (ODS) CHECKLIST. If your proposed project includes an addition of over 500 square feet, or a new residence, please include the required objective design standards checklist: https://www.grover.org/390/Planning-Documents-Forms-Resources If you have received a pre-application Zoning Clearance letter, please include it.
<input type="checkbox"/>		<input type="checkbox"/>	EMAIL COMPLETED APPLICATION & PLANS. Email completed application and any associated plans to comdev@groverbeach.org . All electronic plans shall be in PDF format, to scale or scale provided on plans. Please see these instructions: https://www.grover.org/DocumentCenter/View/11473/Electronic-Submittal-Instructions <i>(Note: Commercial plans require a licensed design professional)</i>
<input type="checkbox"/>		<input type="checkbox"/>	PAYMENT OF BUILDING PERMIT FEES. Remittance of fees as established by the Master Fee Schedule via US mail, drop off, or in person (credit card accepted only in person).

****NOTE****

All Contractors require issuance of a Grover Beach Business Tax Certificate (BTC) prior to issuance of a building permit.
Please ensure your contractor has applied and received this document prior to application or permit issuance.

APPLICANT	N/A	CITY STAFF	REQUIRED INFORMATION FOR PROJECT PLANS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A project information sheet that includes the following: <ul style="list-style-type: none">• Owner Name, address, and APN of proposed project• Date plans were prepared• Name, telephone, address of applicant / plans preparer• Project description• Property zoning information• Total area (in square feet) of the project site• Residential / Commercial building area and uses (i.e. garage, porch, living, office, retail storage, etc.)• Area (in square feet / acres) and percentage of lot coverage• Area (in square feet / acres) and percentage of existing and proposed impervious surfaces• Area (in square feet / acres) and percentage use for landscaping• For New Commercial or Residential Projects only:<ul style="list-style-type: none">○ Allowable density (residential) or FAR (commercial / industrial) for the property○ Number of residential units or commercial square footage proposed• Parking Calculation (refer to Development Code Section 3.50.40)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A site plan shall include the following: <ul style="list-style-type: none">• North arrow and a graphic scale / scale shown on plans• Property lines• All existing structures on-site• Proposed improvements• Name and width of all existing and proposed streets• Location of any offer of dedications, proposed public or private easements• Location of any proposed drainage facilities (refer to Development Code Section 5.50.080, Drainage Standards)• Location of existing and proposed utility lines and connections.• Location and heights of all proposed walls, fences• Circulation and access for pedestrians and vehicles• Location of trash enclosures• Location of parking areas, dimensioned, including any required ADA accessibility• Location of existing landscaped areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A floor plan shall include the following: <ul style="list-style-type: none">• Scale on plans or dimensions of proposed improvements• Sizes and uses of all rooms• Indicate stairways, steps, doorways, windows, closets, storage areas, patios, porches, decks, built-in appliances, and bathroom fixtures• Indicate solid portions of walls with shading• Plan details as required for remodels, conversions, and interior tenant improvement such as mechanical / plumbing / electrical, walls, fences, lighting, etc.

Elevations for additions and new commercial / residential shall include the following:

- All sides of all buildings (complete architectural rendering using north, south, east and west designations)
- Include the outlines of neighboring buildings to compare the heights and relationships between existing and proposed structures.
- 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). Refer to Development Code Section 3.10.030.
- Source of natural grade elevation data
- 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 the structure has a proposed building height that is within five feet of the maximum building height

Grading and drainage plan completed by a licensed professional (stamped and signed) with the following:

- Show existing topography and any significant vegetation (indicate size and type)
- Provide property lines with scale or dimensions
- Source of topographic information - must be tied to California NAD 83 coordinate system
- 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.
- North arrow (with plan oriented so north points to top of sheet) and scale
- Show grades and structures within 10 feet of property boundary

APPLICANT	N/A	CITY STAFF	AS NEEDED SUPPORT DOCUMENTATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color and materials sheet (new construction / additions only, if not provided on elevations)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape and irrigation plans consistent with State of California MWEL0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations / detail plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Calculations / Title 24 Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Support Documents as required by the California Building Code