



NEW SINGLE-FAMILY DWELLING OR DUPLEX: BUILDING PERMIT APPLICATION REQUIREMENTS

The following are the minimum submittal requirements intended for the Building Department's plan check of new single-family dwellings, duplexes, second dwelling units and associated accessory dwelling units on individual lots.* Plan check review comments will be compiled by the Permit Technician and will be available to the applicant within thirty days of plan check deposit payment. Once comments have been resolved, the permit may be issued.**This checklist provides Building Department requirements only. Please review the [BUILDING PERMIT APPLICATION REQUIREMENTS FOR NEW RESIDENTIAL STRUCTURES](#) checklist for all items potentially required across all departments.*

General Information:

- Code compliance statement listing the applicable codes
- Project name, address and clear scope of work
- Owner information: Name, Address & Phone #
- Designers information: Name, Address, Phone # & E-mail
- Clearly note that the project will be fire sprinklered & that sprinkler plans to be submitted separately.
- Sheet Index of drawings
- Vicinity Map of project location.

Supporting Documentation:

- Structural Calculations (for static & lateral loads) or design per Conventional Construction provisions of the Cal. Residential Code Section R602.
- Energy calculations (Title 24)
- CALGreen supporting documentation
- Soils report & plan review letter from Soils Engr.
- Completed review form by green point rater
- Completed building permit application
- HOA approval letter (if applicable)

City of Cotati New Residential CALGreen Checklist form:

- City of Cotati CALGreen Checklist to be incorporated into the set of prints and attached.

Building Data:

- Occupancy group(s) (usually 'R3' and 'U')
- Type of construction (usually type 'VB')
- Floor area per story and total floor area,
- Building height. (height calculation if in hillside area)

Energy Compliance forms:

- CF-1R & MF-1R to be incorporated into the set of prints.

Site/Plot Plan:

- North Arrow
- Lot dimensions & bearings
- Building footprints with overall dimensions & projections (such as eaves, bay windows or balconies).



- Easements & building setback lines including second story setbacks and garage setbacks (if applicable)
- Location of any existing structures to be demolished
- ❑ **Landscape and Irrigation Plans:**
 - Landscape drawings showing location of structures, planting areas, sod areas, mulch areas & plant legends
 - Irrigation drawings and calcs. show hydrozones, irrigation system, auto. controllers, irrigation valves, check valves, etc.
- ❑ **Grading Plan and Details:**
 - Existing drainage patterns & proposed drainage patterns and drainage devices (as applicable).
 - Existing & new contours including elevation data & benchmarks
 - Soil excavation calculations of export and import
 - Proposed retaining walls & related structural calcs.
- ❑ **Architectural Plans, including:**
 - **Floor Plan(s):** for each story incl. basement level
 - Fully dimensioned & to scale, with scale noted.
 - All windows & doors properly located w/ type & sizes.
 - Location of safety glazing & egress windows
 - Location of all appliances including FAU, water heater, range, refrigerators, etc.
 - Location of plumbing fixtures.
 - Location of gas, electrical & water meters
 - Location, type and model of fireplaces.
 - North Arrow
 - Label all rooms
 - Wall legends
 - **Reflected Ceiling Plan:** (may be in floor plans)
 - Show all skylights & ceiling surface changes & slopes
 - Location of light fixtures, HVAC registers, etc.
 - **Electrical Floor Plans:** (may be in floor plans)
 - Outlets, switches & light fixtures.
 - Relationship of switches to their respective fixture or appliance.
 - Compliance to Title 24 energy requirements.
 - **Roof Plan:**
 - Roofing material & class
 - Attic ventilation calc's & number & type of attic vents.
 - Direction & slope of roof, valleys, hips, chimneys, skylights, etc.
 - Overhangs, eaves, gables and rakes dimensioned.
 - Locate PV equipment as applicable.
 - **Building Sections:**
 - Provide building section at most informative locations. (not less than one in each direction)
 - Label rooms, interior finishes



- Clearances from framing to grade
- Subfloor to top plate heights.
- Identify insulation and show where required
- **Exterior Elevations:**
 - Provide elevations that show all vertical planes, including courtyards or other elements.
 - Windows & doors properly located.
 - Overall building heights
 - Note all exterior finishes
 - For hillside projects include height calculations
- **Architectural Details:**
 - Attic venting details
 - Handrail, guards & support details
 - Floor changes: such as from deck to floor
 - Water heater seismic strapping details
- **Structural Plans**
 - **Structural Design Criteria:**
 - Wind speed, Seismic Design Cat.,
 - Shear wall/braced wall schedules
 - Verify information on structural calcs. match drawings.
 - **Foundation Plan:**
 - Dimensions, footings, piers, grade beams, a.b.'spacing & holddowns, locations etc. (as applicable)
 - Referenced detail bubbles.
 - Underfloor venting details
 - **Floor Framing Plan:**
 - Reference extent of & label all framing members, shear walls or braced walls, holddowns, etc.
 - Referenced detail bubbles.
 - **Roof Framing Plan:**
 - Reference extent of & label all framing members, shear walls/ braced walls, wall ties, etc.
 - Truss Information clearly shown & noted as deferred (if applicable). Deferral form required.
 - Reference extent of & label all framing members
 - Referenced detail bubbles.
 - **Structural Details:**
 - Roof to wall, wall to floor, floor to foundation details
 - Shear transfer details
 - Holddown details, post details, pier details
 - Chord details, plate splice details etc.
 - **Electrical Plans:** (as applicable)
 - Provide electrical drawings for PV installation.

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- **Plumbing Plans:** (as applicable)
 - Provide plumbing drawings for gray water sys.
- **Mechanical Plans:** (as applicable)
 - Provide mechanical floor plans and details
- ☐ **Additional items that may be required** prior to issuance of building permit(s):
 - Encroachment Permit for Public Improvements
 - CALGREEN rater plan review form
 - Provide copy of SWRCB Notice of Intent.
 - BAAQMD permits
- ☐ **Fees other than building permit fees may be assessed for this project.** Please complete a [REQUEST FOR BUILDING PERMIT AND DEVELOPMENT FEES ESTIMATE](#) form if you would like to receive an estimate of all fees that may be charged for your building permit application.
- ☐ **Separate Permits applications may be required for the following:** (Plans may be combined for multiple buildings)
 - Accessory structures (carports, trash encl.)
 - Pools and spas
 - Grading permits
 - Retaining walls
 - Demolition of detached structures
 - Free standing photovoltaic systems
 - Fences over 6'

Building Department Contact Information

If you have any questions regarding Building Permit applications and submittal requirements, please contact us at:

Phone: 707-665-3636

Email: permits@cotaticity.gov

Website: <https://www.cotaticity.gov/202/Building>

Office: 201 W Sierra Avenue, Cotati, CA 94931