



777 Cypress Ave.  
Redding CA 96001  
(530) 225-4013 – Fax (530) 225-4360

# BUILDING PERMIT APPLICATION

DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_ PLAN CHECK NO: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ ASSESSOR'S PARCEL NO: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

EMAIL : \_\_\_\_\_ INSPECTION RESULT CONTACT EMAIL: \_\_\_\_\_

PROPERTY OWNER  TENANT

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DESIGNER  ARCHITECT  ENGINEER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACTOR

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

STATE LICENSE NO: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

CITY BUSINESS LICENSE: \_\_\_\_\_

**RESIDENTIAL**

- ACCESSORY BUILDING
- ADDITION
- DEMOLITION
- HVAC CHANGEOUT
- MANUFACTURED HOME
- MASTER PLAN - CLONE
- MISC. STRUCTURES
- MULTI FAMILY (3 & 4 UNITS)
- PHOTOVOLTAIC
- PHOTOVOLTAIC RE-INSTALL
- PLAN CHANGE
- REMODEL/REPAIR
- REMODEL/REPAIR (EXPRESS)
- REROOF
- REROOF (SELF CERTIFICATION)
- SERVICE CHANGE
- SINGLE FAMILY (ENGINEERED)
- SINGLE FAMILY
- SWIMMING POOL
- WATER HEATER

**COMMERCIAL**

- ADDITION
- COMMERCIAL COACH
- DEMOLITION
- HOLIDAY SALES LOT
- HVAC CHANGEOUT
- INTERAGENCY
- MISC. STRUCTURES
- MULTI FAMILY (>THAN 4 UNITS)
- NEW BUILDING
- PHOTOVOLTAIC
- PLAN CHANGE
- REMODEL/REPAIR
- REMODEL/REPAIR (EXPRESS)
- REROOF
- SERVICE CHANGE
- SHELL
- SITE
- SWIMMING POOL
- TENANT IMPROVEMENT
- WATER HEATER

DESCRIPTION OF WORK: \_\_\_\_\_

VALUE (INCLUDE ALL LABOR AND MATERIALS) \$ \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_

TEMP POWER POLE?  YES  NO

WATER METER?  SIZE \_\_\_\_\_

STORMWATER 1  2

**BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING STATEMENTS:**

I am the property owner, contractor, or authorized agent to act on the property owner's or contractor's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable City and County ordinances, rules, regulations, and State laws relating to building construction, and with any and all conditions of permit. I agree to defend, indemnify, and hold harmless the City of Redding, its officers, agents, and employees from any and all claims and liability for personal injury, including death, and property damage caused by, arising out of, or in any way connected with the issuance of this permit. I hereby acknowledge that issuance of this permit does not authorize the use or occupancy of any sidewalk, or street. I authorize representatives of the City of Redding to enter the above mentioned property for inspection purposes.

This permit expires if the building or work authorized herein is not commenced within 180 days or abandoned. After expiration, this permit must be renewed before the work may be commenced again. I authorize City representatives to enter the premises during normal business hours as may be necessary to perform the duties imposed by the California Building Standards Code. I agree to comply with all City of Redding ordinances, State, and Federal laws relating to building construction.

Print Name: \_\_\_\_\_  OWNER  CONTRACTOR  AUTHORIZED AGENT  APPLICANT

*\*Authorized Agent's signature requires separate authorization form.*

Contractor, Property Owner, Or Authorized Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Identify the Construction Lending Agency

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (3097 Civil Code).

Lender's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

### Owner/Builder Declaration

I hereby affirm under penalty of perjury that I am exempt from the Contractors State License Law for the following reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Sec.7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors State License Law [Chapter 9 {commencing with Section 7000} of Division 3 of the Business and Professions Code] or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars [\$500]).

I, as owner of the property, or my employees with wages as their sole compensation, will do ALL or PORTIONS of the work, and the structure is not intended or offered for sale. (Section 7044, Business and Professions Code: The Contractors State License Law does not apply to an owner of the property, who through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044, Business and Professions Code: The Contractors State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a licensed Contractor pursuant to the Contractors State License Law).

I am exempt from licensure under the Contractors State License Law for the following reason: \_\_\_\_\_

By my signature below, I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.legalinfo.ca.gov/calaw.html>

Property Owner or Authorized Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Owner/Builders must complete the Owner/Builder form.

### California Licensed Contractors Declaration

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

CA Contractors License Number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Workers' Compensation Declaration

**WARNING:** Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000). In addition to the cost of compensation, damages as provided for in Section 3706 for the Labor Code, interest, and attorney's fees, I hereby affirm under penalty of perjury **one** of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No: \_\_\_\_\_

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are: Carrier: \_\_\_\_\_ Policy No: \_\_\_\_\_

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Contractor, Property Owner, or Authorized Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## PLAN CHECK SUBMITTAL RESIDENTIAL SINGLE FAMILY

### ***Design Criteria:***

- Seismic Design Category D<sub>o</sub>
- Basic wind speed (85 mph for California Residential Code; 110 mph for California Building Code)
- Snow load (30 psf roof snow load, nonreducible)
- 2016 editions of the California Residential Code (CRC), California Building Code (CBC), California Plumbing Code (CPC), California Mechanical Code (CMC), California Fire Code (CFC), California Electric Code (CEC), and California Health and Safety Code amendments.
- 2016 California Energy Code Energy Efficiency Standards, Climate Zone 11
- 2016 California Green Building Standards Code
- Soils report per CBC 1803 or CRC R401.4.1.1 (May use a subdivision soil report where allowed by CBC 1803.1.1 or CRC R401.4.1.1)

### ***Drawing Criteria:***

Preferably, drawings shall be limited in size a minimum of 11 by 17 and a maximum 24 by 36 inches. Plans must be clear and legible; non legible plans ***will not be accepted.*** Preferred scale: ¼ inch per foot for structural and architectural; 1 inch = 20 feet for site plans.

**Plans must be signed by plan preparer on each page. Architects/engineers must affix their seal and wet sign all appropriate sheets of plans (cover sheet of supporting documents to be stamped and wet signed).**

### ***Submittal Plan Documentation:***

- Two complete sets of legible building plans to include:
  - Site plan with drainage-direction arrows and erosion control methods
  - Architectural plans:
    - Floor Plan
    - Roof Plan
    - Exterior Elevation
  - Structural Plans:
    - Foundation Plan
    - Floor Framing Plan
    - Roof Framing Plan
    - Cross Sections
    - Structural Framing Details
  - Relevant information on plumbing, mechanical, and electrical components
  - Truss layout



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## PLAN CHECK SUBMITTAL RESIDENTIAL SINGLE FAMILY

- Two sets of wall bracing design calculations in accordance with CRC R602.10, when applicable
- Two copies of Construction Waste Management Plan
- Two sets of structural engineering calculations, when required, stamped and signed by Licensed California architect or engineer
- Two sets of truss calculations, when required, stamped and signed by licensed California architect or engineer
- Two sets of energy calculations signed by designer and/or owner
- Two copies HVAC duct design per Manual D or J.
- Once Assessor's floor plan
- Two copies of concrete slab design mix
- Forms:
  - Permit Application
  - Owner Builder Form, if applicable
  - Electrical Load Form
  - Single Family Information Form

### ***Specific Information on the Above Drawings:***

### ***General Information/Building Analysis (cover sheet):***

- Project name and address as well as project owner's name, address, and phone number (contact person)
- Name, title, address, and phone number of architect or engineer of record or plans preparer
- Assessor's parcel number
- Total square footage of building and improvements
- Identify if the property located in a High Fire Hazard (W.U.I.) area or not
- Vicinity map, location, and north arrow
- Stamp and wet signature of design professional (all sheets) if applicable
- Conditioned floor area
- Electrical service equipment size
- Identify if the property is located in a Flood Zone or not

### ***Plot/Site Plan:***

- Lot dimension showing whole parcel and property lines with bearings and distances
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify structure orientation with north arrow
- Direction arrows showing drainage from and on property



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# PLAN CHECK SUBMITTAL RESIDENTIAL SINGLE FAMILY

## ***Plot/Site Plan Cont.:***

- Grading plan with new and existing elevations (when required)
- Building finish floor elevations and grade elevations
- Flood plain elevations
  
- Show location of:
  - Electric meters/service
  - Driveway
  - Location of well
  - Easements, right of way, etc.
  - Erosion control methods
  - Mandatory requirements of Planning Division and/or use permit
  - Septic system or building sewer
  - Gas meters
  - Propane tank
  - Other structures on property
  - Curbs, gutters, and sidewalks

## ***Architectural and Structural Plans:***

- Foundation plan
- Floor plan (show each floor drawn to scale and fully dimensioned):
  - Reference to section details
  - Identify emergency egress windows
  - Show size of all openings/swings of doors
  - Show location of items (walls, etc.) to be demolished
  - Show location of all stairways
  - Identify required safety glazing
- Floor/wall/roof framing plans
- Exterior elevations
- Details architectural/structural:
  - Cross sections
  - Section details
  - Bracing details
  - Footing details (piers, grade beams, rebar, etc.)
  - Handrails and guardrails along with support details
  - Structural material specifications
  - Door/window schedules (list size and type)
  - Structural connections (hold downs, straps, etc.)
  - Framing details
  - Flashing
- Floor plan showing proposed electrical item locations:
  - Lighting locations and switching
  - Mechanical equipment and disconnects
  - Receptacles and GFCI receptacles
  - Distribution panel locations
  - Smoke and carbon monoxide alarm locations
  - Location of electrical panels
  - Exhaust fans and range hoods



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# PLAN CHECK SUBMITTAL

## RESIDENTIAL SINGLE FAMILY

**Assessor’s Plan:**

- Floor plan depicting scaled dimensions
- Site/plot plan

**Separate Permits and Plans Required:**

- Site retaining walls
- Propane tanks
- Fire Sprinklers

**Notes:**

Multiple information can be combined on plans for simple buildings if clarity is maintained. This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may have to review approved plans before permits can be issued.

**Environmental Health/Air Quality Divisions:**

**Approval is required for:**

- Water wells
- Septic systems

Departments and Agencies to contact if questions arise on specific requirements:		
Department	Phone Number	Responsibility
Building Division	225-4014	Plan review, building permits, and inspections
City Clerk	225-4056	Business License
Cross Connection Control	224-6031	Commercial water supply
Customer Service	339-7200	Utility services
REU	339-7330	AIC ratings/transformer location, size, and service conductors
Fire Prevention	225-4099	Plan review and inspection
Industrial Waste	224-6068 224-6049	Commercial and industrial wastewater
Planning Division	225-4020	Use permits, signs, and zoning
Engineering Division	225-4305	Grading/drainage permits, erosion control, and utility/street improvements
<b>Shasta County</b>		
Office of Education	225-0225	School Fees
Environmental Health	225-5787	Septic systems, water wells, and pools
Air Quality Management	225-5674	Hazardous materials and gases

## Construction Waste Management (CWM) Plan

Note: This sample form may be used to assist in documenting compliance with the waste management plan.

Project Name: \_\_\_\_\_  
 Job #: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Waste Hauling Company: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

All Subcontractors shall comply with the project's Construction Waste Management Plan.  
 All Subcontractor foremen shall sign the CWM Plan Acknowledgment Sheet.

Subcontractors who fail to comply with the Waste Management Plan will be subject to backcharges or withholding of payment, as deemed appropriate. For instance, Subcontractors who contaminate debris boxes that have been designated for a single material type will be subject to backcharge or withheld payment, as deemed appropriate.

1. The project's overall rate of waste diversion will be \_\_\_\_ %.
2. This project shall generate the least amount of waste possible by planning and ordering carefully, following all proper storage and handling procedures to reduce broken and damaged materials and reusing materials whenever possible. The majority of the waste that is generated on this jobsite will be diverted from the landfill and recycled for other use.
3. Spreadsheet 1, enclosed, identifies the waste materials that will be generated on this project, the diversion strategy for each waste type and the anticipated diversion rate.
4. Waste prevention and recycling activities will be discussed at the beginning of weekly subcontractor meetings. As each new subcontractor comes on-site, the WMP Coordinator will present him/her with a copy of the CWM Plan and provide a tour of the jobsite to identify materials to be salvaged and the procedures for handling jobsite debris. All Subcontractor foremen will acknowledge in writing that they have read and will abide by the CWM Plan. Subcontractor Acknowledgment Sheet enclosed. The CWM Plan will be posted at the jobsite trailer.
5. Salvage: Excess materials that cannot be used in the project, nor returned to the vendor, will be offered to site workers, the owner, or donated to charity if feasible.
6. [HAULING COMPANY] will provide a commingled drop box at the jobsite for most of the construction waste. These commingled drop boxes will be taken to [Sorting Facility Name and Location]. The average diversion rate for commingled waste will be \_\_\_\_%. As site conditions permit, additional drop boxes will be used for particular phases of construction (e.g., concrete and wood waste) to ensure the highest waste diversion rate possible.
7. In the event that the waste diversion rate achievable via the strategy described in (6) above, is projected to be lower than what is required, then a strategy of source-separated waste diversion and/or waste stream reduction will be implemented. Source separated waste refers to jobsite waste that is not commingled but is instead allocated to a debris box designated for a single material type, such as clean wood or metal.

### Notes:

1. Waste stream reduction refers to efforts taken by the builder to reduce the amount of waste generated by the project to below four (4) pounds per square foot of building area.
2. When using waste stream reduction measures, the gross weight of the product is subtracted from a base weight of four (4) pounds per square foot of building area. This reduction is considered additional diversion and can be used in the waste reduction percentage calculations.
8. [HAULING COMPANY] will track and calculate the quantity (in tons) of all waste leaving the project and calculate the waste diversion rate for the project. [HAULING COMPANY] will provide Project Manager with an updated monthly report on gross weight hauled and the waste diversion rate being achieved on the project. [HAULING COMPANY]'s monthly report will track separately the gross weights and diversion rates for commingled debris and for each source-separated waste stream leaving the project. In the event that [HAULING COMPANY] does not service any or all of the debris boxes on the project, the [HAULING COMPANY] will work with the responsible parties to track the material type and weight (in tons) in such debris boxes in order to determine waste diversion rates for these materials.
9. In the event that Subcontractors furnish their own debris boxes as part of their scope of work, such Subcontractors shall not be excluded from complying with the CWM Plan and will provide [HAULING COMPANY] weight and waste diversion data for their debris boxes.
10. In the event that site use constraints (such as limited space) restrict the number of debris boxes that can be used for collection of designated waste the project Superintendent will, as deemed appropriate, allocate specific areas onsite where individual material types are to be consolidated. These collection points are not to be contaminated with non-designated waste types.
11. Debris from jobsite office and meeting rooms will be collected by [DISPOSAL SERVICE COMPANY]. [DISPOSAL SERVICE COMPANY] will, at a minimum, recycle office paper, plastic, metal and cardboard.

## Construction Waste Management (CWM) Worksheet

Note: This sample form may be used to assist in documenting compliance with the waste management plan.

Project Name: _____			
Job Number: _____			
Project Manager: _____			
Waste Hauling Company: _____			
<b>Construction Waste Management (CWM) Plan</b>			
DIVERSION METHOD:			
WASTE MATERIAL TYPE	COMMINGLED AND SORTED OFF SITE	SOURCE SEPARATED ON SITE	PROJECTED DIVERSION RATE
Asphalt			
Concrete			
Shotcrete			
Metals			
Wood			
Rigid insulation			
Fiberglass insulation			
Acoustic ceiling tile			
Gypsum drywall			
Carpet/carpet pad			
Plastic pipe			
Plastic buckets			
Plastic			
Hardiplank siding and boards			
Glass			
Cardboard			
Pallets			
Job office trash, paper, glass & plastic bottles, cans, plastic			
Alkaline and rechargeable batteries, toner cartridges, and electronic devices			
Other:			





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# SINGLE FAMILY RESIDENTIAL INFORMATION SHEET

A.	Is the north arrow shown on site plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B.	Are all easements shown on the site plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C.	Distance between back of curb and property line.	feet	
D.	Distance between front property line and the front of the garage.	feet	
E.	Distance from the <b>front</b> property lines to the closest point on the structure as viewed from the street.	feet	
F.	Distance from the <b>side</b> property lines to the closest point on the structure as viewed from the street.	Right _____ feet Left _____ feet	
G.	Distance from the <b>rear</b> property lines to the closest point on the structure.	feet	
H.	Elevation difference between top of curb and finished floor of garage.	feet	
I.	Driveway location is to be shown on the site plan. Will the driveway length exceed 150 feet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
J.	What are the interior dimensions of garage or carport? (Minimum allowed is 20'x20' clear inside)	Length _____ feet Width _____ feet	
K.	Are there structures on site? If yes, show on site plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
L.	Does the site front on a paved road?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
M.	Is the proposed building foundation higher than top of curb by 12 inches plus 2%?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
N.	Check the existing road frontage improvement.	Curb/Gutter/Sidewalk Curb & Gutter Ditch	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
O.	Show the direction of drainage on the site plan to the street gutter or other approved drainage device. <i>Check the description that most closely describes the drainage direction on the lot.</i>	Front to Rear Rear to Front Side to Side	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
P.	Does an adjacent site drain across this parcel? If yes, show on site plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q.	Will the existing drainage be rerouted? If yes, show on site plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
R.	Does this site have an existing low area or drainage swale? If yes, show on site plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
S.	Do you plan to construct or modify culverts or drainage ditches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
T.	How will potable water be supplied to the site? <i>If well water is to be used, submit a copy of the approved well permit issued by Shasta County.</i>	City ..... Well ..... Centerville..... Bella Vista.....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
U.	Is the site within 200 feet of City sewer? If no, please submit a copy of the approved septic permit issued by Shasta County.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
V.	Has the building site been previously filled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
W.	Will construction require cut or fill on-site?	Cut Yards: _____ Fill Depth _____ Yards: _____ Depth _____	
X.	Has an erosion and sediment control plan been submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Y.	Is the proposed building within 250 feet of a fire hydrant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Z.	What is the fire rating class of the proposed roof covering?	Class	

The City's review of the site plan and this form are to make sure the dwelling and accessory structures are located properly on the site. Your signature indicates that you have researched the questions and statements, and if the dwelling does not meet setback, garage-area, driveway-grade and length, road and frontage improvement, drainage, erosion, grading, and fire-safety requirements, you will correct the problem.

Owner or Contractor's Print Name and Signature	Date
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For Permit Center Use Only		
Permit Number:	Checked By:	Date