



Gateway to the Redwoods

CITY OF WILLITS

BUILDING DEPARTMENT

111 E COMMERCIAL STREET, WILLITS CA 95490 • PHONE: (707) 459-7112 • FAX: (707) 459-1562

BUILDING PERMIT SUBMITTAL REQUIREMENTS / CHECKLIST

A permit is required before construction of, alteration to, addition to or demolition of any structure within the jurisdiction of the City of Willits. It is probable that alterations changing the exterior appearance of commercial buildings, multi-family dwellings, and certain other structures, will need approval by the Planning Department before commencement of any such alterations. To facilitate issuance of a building permit, the following is required for construction, alteration, or additions:

_____ **Site Plan:** Show the entire perimeter of the property including all existing and proposed structures, easements, building envelopes and existing trees. Indicate distances between property lines and all structures and easements (setbacks.)

_____ **Plans/drawings:** Submit three sets of plans & one electronic copy. Two of these sets are required to have original signature by the person who prepared the plans. If prepared by an architect or engineer, these two sets also need an original professional stamp & signature. Include foundation, floor stairs, walls, and roof details. Show post/beam connections and special details.

_____ **Structural Calculations:** Submit two sets (8.5"x11") of with engineer's original stamp & signature.

_____ **Title-24 Energy calculations:** if applicable.

_____ **Soil/geotechnical report:** if applicable.

_____ **Fault Hazard Analysis:** if applicable

_____ **Disabled Accessibility:** Detail for all existing and new accessibility features shall be on all commercial building plans.

_____ **Elevations:** Provide four elevations (north, south, east, and west) with all door and window openings, exterior finish, roof pitch, overall height, original and finish grade, and all materials (existing and proposed.)

_____ **Grading Plan:** Contact the Building Department for requirements.

_____ **Floor Plan:** Fully Dimensioned Show the size and intended use of all rooms, show type, size, and locations of all; doors and windows, furnace, water heater, kitchen details, bathroom fixtures, electrical

outlets, switches, lighting, and smoke and carbon monoxide detectors. For additions and alterations show an existing floor plan and all rooms adjoining the addition shall be fully dimensioned.

_____ **Foundation Plan:** Provide dimensions, interior footings, depth below grade, width, and height of all cast in place piers, footings, stem walls and slabs.

_____ **Cross Sections:** Draw sections through the building showing structural elements, earth to wood clearances and floor to ceiling heights.

_____ **Fees:** A plan check deposit will be required with submittal of plans and application. Building permit fees, seismic fees (if applicable), balance of the plan check fee, and any development impact fees (if applicable) will be assessed at the time of permit issuance.

_____ **Fire Impact Fee:** For new construction only, Fire Impact Fees must be paid to Little Lake Fire and confirmation must be submitted to the Building Department before a Building Permit will be issued.

_____ **Air Quality Release** for all Commercial and Multifamily, Remodel and Demolition (single family dwelling exempt), must be submitted prior to permit being issued.

_____ **Construction Waste Management Plan**

_____ **Smoke/Co Alarm Self Verification Form**

_____ **Flood Plain Designation:** if applicable.

_____ **Environmental Health approval:** if applicable.

Signature

Printed Name

Date



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COMMUNITY DEVELOPMENT DEPARTMENT

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Site Plan Checklist

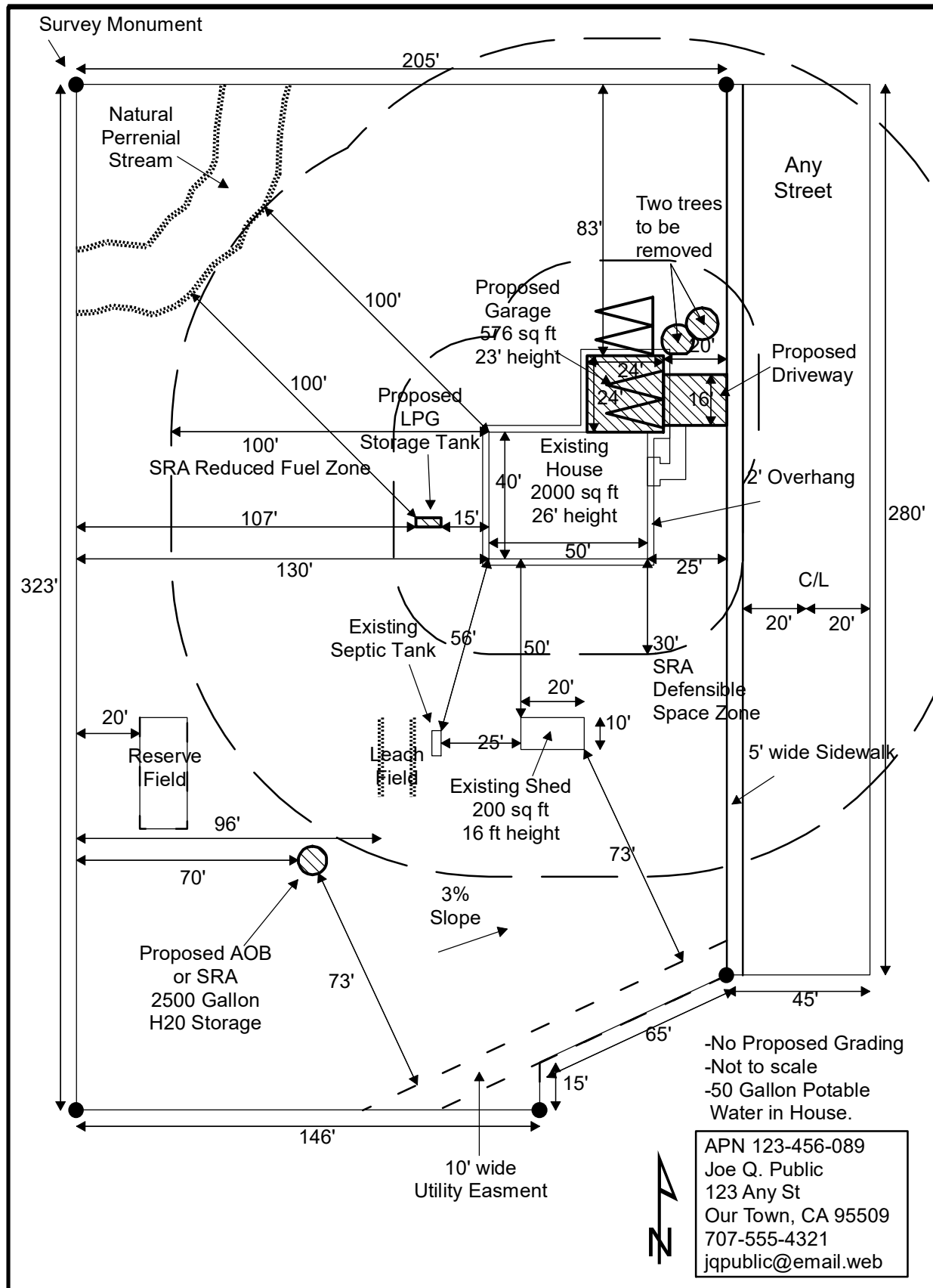
- **Submit a complete site plan. See attached example on the back.**
- **Provide each item below. If items do not apply to your project, state so in a “Notes” section included on the site plan.**

- ☐ Assessor's parcel number, applicant's and owner's name, address and phone number.
- ☐ Detailed written directions or a vicinity map from the nearest public road to the parcel.
- ☐ Show the entire parcel with dimensions and the location of survey monuments.
- ☐ North arrow and scale (or state “Not to Scale”)
- ☐ Name and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, percent of gradient, and type of roadway surface).
- ☐ Location, width and type of all existing and proposed easements.
- ☐ Direction and percent of gradient for all slopes.
- ☐ Show location of all perennial & intermittent water courses (rivers, creeks, etc.), man made or natural ponds, and/or wetland areas. Show distance (setbacks) from these features, structures & property lines.
- ☐ Show the location of all improvements, structures and buildings.
 - o Identify use & label as “existing” and/or “proposed” with dimensions and distance (setbacks) to property lines and structures.
 - o Include floor area, height, projections & dimensions of porches (covered or uncovered), roof overhangs & other architectural features extending from structures.
- ☐ Show location of on-site water sources (label public or private).
- ☐ Driveway and off-street parking spaces (show individual parking spaces).
 - o Turnouts and turnaround areas (indicate width, steepness, and type of roadway surface, include any required SRA turnouts; label as existing or proposed).
 - o If commercial project, show loading zone and any required ADA parking and ramps.
- ☐ Any required curbs, sidewalks and gutters.
- ☐ Trees to be removed.
- ☐ Proposed grading and fill (estimate volume in cubic yards).
- ☐ Propane or kerosene storage tanks.

Site Plan

(Example Only)

Directions to Site:
Hwy 00 to Public Rd
North on Public Rd to Any St





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BUILDING PERMIT APPLICATION

Only property owners, licensed contractors, or agents with written authorization may obtain permits.

- ☐ New construction
☐ Addition/Alteration to an existing building

PROJECT INFORMATION APN _____ Zoning _____ Parcel Area _____
Living Area _____ Garage Area _____ Deck Area _____
Valuation \$ _____
Project Address _____
Project Description _____

OWNER

Name _____ Phone _____
Mobile _____ Email _____
Address _____

APPLICANT

Name _____ Phone _____
Mobile _____ Email: _____
Address _____

CONTRACTOR

Name _____ Phone _____
Mobile _____ Email _____
Address _____
California License # _____

DESIGN PROFESSIONAL (Architect/Engineer)

Name _____ Phone _____
Mobile _____ Email _____
Address _____
California License # _____

SUMMITAL REQUIREMENTS: Submit three (3) complete sets of **plans and specifications** for single family residential construction or five (5) complete sets of plans and specifications for multi-unit residential or commercial projects. See Building Plan Submittal Requirement page.

AQMD RELEASE: Projects involving demolition of existing structures require an Asbestos Demolition Notification and Release Form approved by the Mendocino County Air Quality Control District before permit is issued. See ADRN 2791 form.

☐ Signed and completed Construction and Demolition Waste Management (CWM) Plan form is attached.

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

Contractor Signature _____ Date _____

OWNER-BUILDER DECLARATION: I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reasons indicated below by the checkmarks I have placed next to the applicable items (Section 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, 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 the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do [] all of 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 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 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.leginfo.ca.gov/calaw.html>.

Signature of Property Owner _____ Date _____

WORKER'S COMPENSATION DECLARATION: Please read carefully and check the applicable statement below. 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 of 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 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 workers' compensation insurance carrier and policy number are:

Carrier _____ Policy Number _____ Exp. Date _____

Name of Agent _____ Agent Phone Number _____

☐ I certify that, in the performance of the work for this 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.

☐ 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 Number: _____ 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 (Section 3097, Civil Code). ☐ N/A

Lender's Name: _____

Lender's Address: _____

By my signature below, I certify to the following:

I am ☐ a California licensed contractor, or ☐ the property owner, * or ☐ authorized to act on the property owner's behalf**. I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

* Requires Separate Owner Verification **Requires Separate Agent Authorization Form

Signature of Owner or Agent: _____ Date: _____

TIME LIMITATIONS OF APPLICATION: An application for a permit for any proposed work shall be deemed to have been abandoned 1 year after the date of filing, unless a permit has been issued. The destruction of documents may occur 180 days after application expiration date. I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws regarding to building construction, and hereby authorize representatives of the City of Willits to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant: _____ Date: _____



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Construction & Demolition Waste Management (CWM) Plan

Project Name: _____

Address: _____ Contractor Phone: _____

Project Manager: _____

Waste Hauling Company: Redwood Waste Solutions, 351 Franklin St. Willits, (707) 459-4845

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

The project's overall rate of waste diversion will be (check one):

☐ 65% ☐ ____ %

65% diversion is required unless applicant shows that it can't be reached.

The chart on the next page identifies the waste materials that will be generated on this project, the diversion strategy for each waste type and the anticipated diversion rate.

COMMINGLED OPTION: A 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 Solid Waste of Willits. The average diversion rate for commingled waste will be ____%. 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.

SOURCE-SEPARATE OPTION: 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 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. _____ (hauling company) will track and calculate the quantity (in tons) of all waste leaving the project and calculate the waste diversion rate for each debris box.



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2. If Contractor or Subcontractors furnish their own dump trailers, invoices must be saved to track diversion and disposal out of each load.
3. For separated loads of recyclables (for example, wood or metal), invoices or other statements must be kept showing the quantity, regardless of where it goes.

How materials will be recycled (check your choices):

Material	Separated out of mixed load by transfer station	Separate on-site into hauler recycling bin	Separated on-site and self-hauled to recycling depot	Other (explain)
Cardboard & paper				
Asphalt & concrete				
Scrap metal				
Wood				
Roofing materials				
Drywall				
Landscape debris				
Re-usable fixtures				
Other:				
Other:				

Keep receipts & records of RECYCLING and TRASH to document your attainment of your waste diversion goal.

For information and assistance, call the City of Willits, Building and Safety Dept. (707) 459-7122



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CONSTRUCTION WASTE MANAGEMENT ACKNOWLEDGEMENT

DATE	SUBCONTRACTOR	FOREMAN	SIGNATURE

Contractor (Document Author's / Designer's Declaration Statement)

- I certify that this Certificate of Compliance documentation is accurate and complete.
- I certify that the features and performance specifications for the design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 11 of the California Code of Regulations.
- I certify that all subcontractors shall comply with the project's construction and waste management plan.
- The design features identified on this Certificate of Compliance are consistent with the information documented on other applicable compliance forms, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with the permit application.

Company:	License No:	Date:
Address:	City/State/Zip:	
Phone:	Signature:	



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Smoke/Co Alarm Self Verification Form

Building Permit # _____

Dear Property Owner:

The California Residential Code (CRC) requires carbon monoxide alarms (CO Alarms) in dwellings as well as smoke alarms when building permits are issued and the scope of work exceeds a total cost or calculated valuation of \$1,000.00. In order to grant a final approval on your permit, it is necessary to verify the installation of these alarms within your dwelling. This form provides the ability to self-verify to the City of Willits Building Department when work done does not allow convenient access to the interior of the dwelling (e.g., Re-roof, PV Rooftop Solar, or other exterior work).

As of January 1, 2014, All new and replacement battery operated smoke alarms must be equipped with a non-replaceable, non-removable battery capable of powering the alarm for 10 years. All existing smoke alarms shall be replaced after 10 years from the date of manufacture or if the date of manufacture cannot be determined.

By signing this document, the property owner certifies to City of Willits Building Department that both smoke alarms and CO alarms have been installed on the above referenced project as specified below:

Smoke alarms are installed in accordance with the approved manufacturer's instructions in all of the following areas:

1. Inside each sleeping room or any room that can be used for sleeping.
2. In hallway or areas giving access to sleeping rooms.
3. On Each floor. (If a multi-story)
4. In the basement. (If a basement exists)

Carbon Monoxide sensors are installed in accordance with the approved manufacturer's instructions in all of the following areas where fossil fuel burning appliances are installed, including fireplaces:

1. In hallway or areas giving access to sleeping rooms.
2. On Each floor. (If a multi-story)
3. In the basement. (If a basement exists)

Property Owners Name _____ Signature _____ Date _____

Project Address _____