

City Staff Use Only**Application Complete** _____ Yes _____ No

Check one

City Staff Initials _____ Date _____

**CITY OF WINTERS BUILDING DIVISION
SUBMITTAL CHECKLIST**

Name of Project _____ Permit #: _____

Address/Location _____

Contact Person _____ Phone Number _____

E-mail _____ Fax Number _____

Contact the City Planner at (530) 794-6714 and obtain approval prior to completing the items on this submittal checklist.

Number of Copies	PRE-APPROVED ADU PROGRAM ACCESSORY DWELLING UNITS	# Plans Received	Date Received	Received By
	SELECT PRE-APPROVED ADU PLAN SET: ☐ Sedge model: 496 square feet; one-bedroom, one bathroom; ☐ Cypress model: 599 square feet; one-bedroom, one bathroom; ☐ Palisades model: 749 square feet; two-bedroom, one bathroom			
4	PLOT PLANS: ☐ Show subdivision name and address; ☐ North arrow; ☐ Dimension and location of addition; ☐ Side, rear and front yard setbacks from the addition to the property lines; ☐ Property dimensions; ☐ Location of existing house; ☐ Location of all accessory structures; ☐ Driveway location and dimensions, and parking locations; ☐ Scale – min. 1" = 20'.			
4 2 of these sets must be stamped & signed by a licensed architect or engineer	CONSTRUCTION DRAWINGS: ☐ Civil plan showing drainage (if applicable); ☐ Landscape plan (if applicable); ☐ Architectural drawings; ☐ Architectural details (if applicable); ☐ Structural drawings (if applicable); ☐ Plumbing, including isometric; ☐ Mechanical; ☐ Electrical, including single line diagram, main panel, subpanel, and all home runs; ☐ CF-1 on plans (if applicable); ☐ Green Building requirements – Title 24 part II.			
1	COMPLETE SET OF 11x17 PLANS			
3	STRUCTURAL CALCS – Stamped and signed by a licensed engineer or architect.			
3	TRUSS CALCS – Including connection details. Required if conventional framing is not used. Stamped and signed by a licensed engineer. Must be submitted prior to frame inspection.			
3	ENERGY CALCS – Stamped and signed by a licensed engineer. Include HVAC calcs and CF-1 form.			
1	SCHOOL AND COUNTY FORM (Fee must be paid prior to permit issuance)			
1	OWNER / BUILDER VERIFICATION FORM			
1	BUILDING PERMIT APPLICATION FORM (include contract amounts)			