



INCOMPLETE SUBMITTALS CANNOT BE PROCESSED

RESIDENTIAL

PLAN CHECK NO.

CITY OF VISALIA
315 E. ACEQUIA
VISALIA, CA 93291
(559) 713-4444

PERMITS PROCESSING FORM

Please fill out all of the areas below AND on the reverse side that apply. This form is to be filled out COMPLETELY to begin the plan check process. Non-refundable plan check fees are due upon submittal.

PROJECT ADDRESS:

Parcel No:

Subdivision:

Historic District?

YES

NO

CONTRACTOR:

License:

Ins. Exp.

Address:

City, State, Zip:

Phone:

APPLICANT/CONTACT:

Address:

City, State, Zip

Phone:

Email :

PROPERTY OWNER:

Address:

City, State, Zip:

Phone:

ARCHITECT/ ENGINEER:

SUB-CONTRACTOR:

DRAFTSPERSON:

License No:

Address:

City, State, Zip:

Phone:

Master Plan Model No.:

Model Description:

Mastered site plans must be EXACTLY the same as “Approved” set, or these site plans will result in a regular plan check processing and will include a standard plan check fee.

HABITABLE SQUARE FOOTAGE

Sq. Ft.

VALUATION

\$

TYPE OF PERMIT:

EXISTING SPRINKLER? YES NO Select One
FLOOD ZONE? YES NO Select One

LIST OF PERMIT TYPES			
ALTRES	Residential Alteration	PLUMB	Plumbing
CODECOMP	Code Compliance	POOL	Pool
DEMO	Demolition	REROOF	Reroof
ELEC	Electric	SEWER	Sewer Connection
FENCE	Fence	SFD	Single Family Dwelling
MSTR	Master Residential	SFDMOVE	House Moving
MECH	Mechanical	SFDPLOT	SFD Plot Plans
PATIO	Patio	WELL	Well

SITE PLAN REVIEW NO:

DESCRIPTION OF WORK:

APPLICANT’S SIGNATURE X DATE X

THIS APPLICATION SHALL EXPIRE 180 DAYS FROM DATE RECEIVED UNLESS A BUILDING PERMIT HAS BEEN ISSUED.
APPLICATIONS ARE ACCEPTED AND PERMITS ARE ISSUED BETWEEN 9:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY (EXCLUDING HOLIDAYS).
LLC, INC, TRUSTS, ETC. MUST PROVIDE DOCUMENTATION.

NOTE: The contractor is required to have a valid City of Visalia Business Tax Certificate, current copies of General & Auto Liability Insurance and Worker’s Compensation on file with the City of Visalia Community Development Department prior to issue of permits.

RESIDENTIAL

PLAN SUBMITTAL CHECKLIST

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the plan check process. Incomplete submittals cannot be accepted. Check the items that are included.

- ☐ PLANS: 4 IDENTICAL SETS OF PLANS AND CALCULATIONS are required (2 sets of Structural Calcs, Truss Calcs, Title-24 & 1 soils report if applicable).
- ☐ COVER SHEET INFORMATION: Correct owner's name, project street number, direction, street, and suffix: phone number, project data/code summarv must be on plans.
- ☐ COMPLETE SITE PLAN: To scale, dimensioned, all on-site and off-site improvements, location of all existing and proposed fire hydrants, location of water and sewer service connections at the city mains and to each building indicate curb, gutter, sidewalk and approach. Call out minimum FLOOD ZONE elevation.
- ☐ COMPLETE FLOOR PLAN: To scale and dimensioned.
- ☐ ELEVATIONS: A minimum of four (4) major elevations.
- ☐ COMPLETE FOUNDATION PLAN: Drawn to scale and dimensioned. Indicate whether plans have a conventional frame or a "truss" roof.
- ☐ ROOF PLAN: Indicate pitch, direction of slope, location of hips, valleys, dormers, and equipment, layout plan, location and size headers, beams, and girders. Indicate type of roof plan below:
- ☐ CUT AND STACK/CONVENTIONAL FRAME ROOF: sizes of all members (rafters, hips, valleys, ridges, and purlins).
- ☐ TRUSS CALCULATIONS: Complete set of TRUSS CALCULATIONS. This will include layout, truss calculation sheets keyed to layout, size.
- ☐ STRUCTURAL ANALYSIS OF NON-CONVENTIONAL BUILDINGS (if applicable): Indicating load paths and shear transfer (CBC).
- ☐ ELECTRICAL FLOOR PLAN: (may be included on Floor Plan, if kept clear) Including service size calculation.
- ☐ MECHANICAL PLAN: Indicating the size and location of units and size of ducts and outlets.
- ☐ COMPLETE ENERGY CALCULATIONS (TITLE 24 FORMS): Provide forms. MECH, CF-1R, LTG, ENV, and mandatory features must appear on plans.
- ☐ Completed RECYCLING & REUSE PLAN (if applicable).
- ☐ Completed LANDSCAPE & IRRIGATION PLAN (if applicable).

MASTER PLANS REQUIRE ADDITIONAL INFORMATION (see area below)

MASTER PLAN "OPTIONS" INFORMATION

(Indicate square footage of applicable options)

Elevation Options:					
Roof Type:					
Fireplace (Y/N):					
Conditioned Attic Space (Y/N):					
Patio Options:					
Truss Calculations:					
Conventional Roof:					
Bay Window (Y/N):					
Bay Window Location:					
Garage-2-Car (Sq Ft):					
Garage-3-Car (Sq Ft):					
Bonus Room (Y/N):					
Loft (Y/N):					
# of Bedrooms:					
# of Bathrooms:					

INCOMPLETE SUBMITTALS WILL BE REJECTED

I have reviewed this checklist. All items checked above are included. Plans must be signed by the person responsible for their preparation.

PRINT OR TYPE NAME: _____

SIGNATURE: _____

DATE: _____