



111 E. COMMERCIAL STREET

WILLITS, CALIFORNIA 95490

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## BUILDING PERMIT SUBMITTAL REQUIREMENTS

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:

**Plans/drawings:** Submit three sets of plans. 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 original professional stamp & signature. Submit two sets (8.5"x11") of structural calculations with engineer's original stamp & signature, two sets of Title-24 Energy calculations and two copies of soil/geotechnical report, if applicable.

**Plot 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.)

**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.

**Framing Plan:** Indicate size, type and spacing of all framing members of floor, wall and roof systems. Show straps, hold downs and shear wall requirements.

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

**Details:** Foundation, floor stairs, walls and roof details. Show post/beam connections and special details.

**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.