



PERMIT APPLICATION CHECKLIST

The Redwood City "Counter Team" is here to help you get your permit. This Permit Application Checklist is the first step. Staff will review your project using this checklist to help ensure that your application is complete, **the first time**.

Most **Permit Applications** require at least the following items:

- Complete Application Form (signed by property owner) and Fee/Deposit
- Site Plan (showing property lines and include on-site parking, existing trees and landscaping, easements)
- Foundation and Roof Plans
- Floor Plan (existing and proposed, label uses of all rooms)
- Elevation Plans (all sides, provide photos of existing and neighboring properties)
- Construction Section and Details (show framing and footings)
- Electrical, Mechanical and Plumbing Plans
- Structural Calculations – 2 sets
- Soils Report (new buildings, basements, hillsides, other special circumstances as required by the Building Official) – 2 sets
- Job Specifications – 2 sets
- Title 24 Energy Calculations (required for all habitable or "conditioned" space – 2 sets)
- Fire Sprinkler Plan (sprinkled buildings only) – 2 sets
- Local Development Standards (curb, gutter, sidewalk, driveway approach, street trees, street lights, etc.) – 4 sets
- School Impact Fees (residential over 500 sq. ft.)
- Traffic Impact Fees
- Local Development Fees
- Environmental Impact Assessment
- Description of Use
- Other: _____

Required Permits:	Required Number of Plan Sets:	Approximate Review Period:
Planning _____	Conceptual Submittal	Days/Weeks _____
Building _____	Application _____	Plan submittal does not constitute approval and fees are collected for review only.
Fire _____	Planning _____	Plans may require revisions during the review period which may add more time to the process.
Engineering _____	Building _____	
Other _____	Fire _____	
	Engineering _____	
	Total _____	

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