



City of Calistoga, Building Department

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Main line/ Inspection line: (707)-942-2827

Online permit portal link: <https://www4.citizenserve.com/Portal/PortalController?Action=showApplyPermitPage&type=Permit>

BUILDING PERMIT APPLICATION CHECKLIST

Staff will review the information provided for submittal with your building permit application. Additional information may be required after the application materials have been reviewed. A complete application will ensure prompt processing. If you have any questions, please contact the Building Division.

Abbreviated Application Submittal Requirements

	REQUI RED	RECEI VED	ITEM	Number of Copies				
				*SF D	*MF R	*CO M	*CO M-TI	OTH ER
1			Completed building permit application	1	1	1	1	1
2			Application deposit	1	1	1	1	1
3			Owner/builder form (if applicable)	1	1	1	1	1
4			Site plan	3	3	4	4	
5			Floor plans	3	3	4	4	
6			Roof plans	3	3	4	4	
7			Building elevations	3	3	4	4	
8			Structural framing and foundation details	3	3	4	4	
9			Cross sections	3	3	4	4	
10			Plumbing, electrical and mechanical plans	3	3	4	4	
11			Title 24 energy compliance documents	2	2	2	2	2
12			Manufacturer's specification reports	2	2	2	2	2
13			Green building mandatory measures	2	2	2		
14			Structural calculations	2	2	2	2	2
15			Drainage erosion and sedimentation plans	3		3		
16			Soils report	3		3		
17			Landscaping plans	3	3	As Reqd		
18			Parking lot plan (lighting)/ ADA Parking			As Reqd		
19			Accessibility worksheet			1	1	
20			Other as required by the City of Calistoga: _____					

Some of the above drawings can be combined, i.e., floor, electrical and plumbing, as long as the resulting drawing is clear. Also, the roof plan, floor plan and foundation details may be omitted on simple plans if cross sections clearly show all structural elements.

All plans must be drawn to scale, rolled or folded (unless otherwise determined by the City).

All plans and/or supplemental materials must be signed and digitally or wet stamped by the person preparing them. Paper plans are to be 11x17 paper size minimum.

Submit 3 unbound copies of any technical studies signed and digitally or wet-stamped by their preparer. The applicant is encouraged to have a design professional prepare the plans

Expanded Application Submittal Requirements

1. Project Title Sheet

Please provide the following information:

- Indicate the following codes are used: **2025** California Building Code (CBC), California Mechanical Code, California Plumbing Code, California Electrical Code, California Green Building Standards Code, and California Energy Code
- Property address and Assessor's parcel number
- Legal owner's address and phone number
- Architect/Engineer's address and phone number
- North arrow and scale
- Project scope/description
- Occupancy type
- Type of construction
- Total square footage; including the existing and proposed square footage

Include the following notes on Title Sheet:

- All construction waste and debris must be containerized at all times.
- A pre-grading meeting by the Building Inspector and Public Works Superintendent is required prior to any grading.
- A pre-construction site meeting is required with the City Building Inspector, General Contractor, Owner or Owner's agent, Soils Engineer, Geologist (if applicable), Grading Contractor, and Planning Department representative prior to any work commencing on the site.
- Any and all deviations from plans that were approved by the Planning Department or Planning Commission require review and approval.
- General contractors, sub-contractors, and design professionals conducting business with the City of Calistoga are required to maintain a current City Business License.
- List of special inspections required
- "Dust control measures" shall be maintained throughout the duration of the project.
- Final approval is required by the Public Works Department for street improvements, curb cores, curbs/gutters, etc.
- A separate encroachment permit from the Public Works Department is required for approach to driveways and any work in the public right of way.

2. Site Plan

Please provide the following information:

- All grading work to be done and note cubic yards of cut and/or fill.
- Location and type of all easements, and provide all supporting documents
- Locations of existing and proposed buildings and architectural features.
- Dimensions of all required front, rear and side yard setbacks. Show actual building setbacks from property lines and outline of structures on adjacent parcels for 10ft beyond property lines.
- ADA accessibility plan (For Commercial)
- Dimensions of all parking area driveways, parking spaces and landscaped areas
- Calculations for site area, building coverage, and total landscaped area
- Existing and proposed contours and/or finished elevations, existing trees and shrub masses, site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks
- Tree locations and their common name, diameter at breast height (DBH), condition, and drip line. Identify any trees proposed to be removed, along with the reason they are proposed for removal. Any tree with a DBH greater than 12 inches, any native oak with a DBH greater than 6 inches and any valley oak, seedling, sapling or older are protected under Calistoga Municipal Code Section 19.010.40. Removal of these trees requires a Tree Removal Permit. Show trees in the adjacent right-of-way within 30 feet of the area proposed for development and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required.
- Location, type and height of fencing materials
- Underground and above-ground utility equipment/connections (e.g., sewer, water, electric, gas, backflows (D/P or R/P), storm drainage facilities, phone, cable).
- Location of any private sewage disposal system
- Location of any well
- Vicinity map illustrating the subject parcel(s) and adjacent streets and parcels, and land uses of adjacent parcels, including outlines of existing structures.

3. Floor Plans

Please provide the following information:

- Interior spaces, doors, windows, mechanical rooms, stairways
- Floor plan for each floor. Fully and legibly dimension the floor plan and identify all rooms.
- Braced and shear walls
- Show all structural demolition or provide separate plan

4. Roof Plans

Please provide the following information:

- Ceiling and roof framing plan with diaphragm material and nailing schedule
- Specify truss layout/details and calculations

5. Building Elevations

Please provide the following information:

- Each elevation identified by direction
- Ridge and finished floor elevations; key elevations to topography
- Height of structures from average grade to mid-point between the ridge and eaves for a gable or hip roof, and from average grade to the top of the ridge for mansard roofs
- Windows, doors
- Materials and other finishing details
- Location, height, size, and type of exterior lights, and level of illumination
- Locations of signs, mailboxes, storage spaces, HVAC units, transformers, utility meters, and other items that affect the exterior appearance

6. Foundation Plans/Details

Please provide the following information:

- Provide a fully-dimensioned foundation plan
- Provide all exterior walls with footings with a minimum depth of 24" below natural grade and all interior bearing walls with footings 18" deep minimum.
- Where foundation walls exceed 4'0" in height/ depth for any reason, provide stem wall reinforcing minimum #4 @ 24" O. C. both ways
- Expansive soil requires reinforced slab minimum 3½" thick with #4 bars at 18 O.C. each way. A minimum of moisture barrier membrane complying with CBC 1907A.4.
- Indicate hold-down locations and anchor bolts with size and efficiency.
- All plumbing pipes must be sleeved where they penetrate the foundation

- Bolt foundation plates and sills to the foundations with 5/8" bolts spaced not more than 6'0" apart and within 12" of each end of each plate. Plate washers a minimum 3"by 3" by .0029 thick shall be used on each bolt; embed bolts at least 7" into concrete or reinforced masonry.

- Shear wall hold down plan, (include complete table) (Wall type, nailing, anchor bolts, sill and edge nailing schedule, transfer connections, hold downs, etc.)

7. Framing

Please provide the following information:

- Structural floor framing plan with floor diaphragm material and nailing schedule
- Specify and detail all connections and fasteners
- Specify panel identification index and nailing pattern for plywood floor and roof sheathing.
- Provide rafter ties where ceiling joists and rafters are not parallel.
- Specify size and spacing of floor joist / ceiling joist and spans.
- Show header size for openings over 4' in width. Clearly note all beam sizes on plans. Provide table if possible.
- Show posts size. Specify connection at top and bottom. Specify type of approved hardware.
- Provide 22" x 30" minimum access to attic with 30" minimum headroom.
- For skylights, the plans shall reference the ICC Research report # or other approved listing information for the type to be used.
- Provide double joist under parallel bearing partitions. Show on floor framing plan.
- Provide attic ventilation equal to 1/150 of roof area minimum increased accordingly if combustion air is taken from the attic.
- Detail shear wall connections and shear transfer from floor to roof and required drag lines
- Detail rafter connection at structural ridge beam
- Fasteners in pressure-treated and fire-retardant, treated wood shall be of hot-dipped, zinc-coated galvanized steel, stainless steel, silicon bronze or copper
- Finish garage walls, posts, beams and ceilings adjacent to or under dwelling with materials approved for one-hour fire-resistance. Show one-hour protection extending to roof sheathing.
- Specify self-closing, tight fitting 20 minute rated door for opening between garage and dwelling

8. Cross Sections

Please provide the following information:

- Sections through building showing structural elements, other sections as needed with earth to wood clearances, floor to ceiling heights, roof slopes, etc.
- Stairway rise and run, framing, attachment and dimensions of members
- Handrails, guardrails and support details
- Window and door schedules (detail egress and safety glazing).
- Structural sections that shows typical framing conditions for this project.

9. Plumbing, Electrical and Mechanical Plans

Please provide the following information:

- Locations of plumbing fixtures with all required dimensions
- Locations of electric service, panels, switches, lights and receptacles.

- Locations of HVAC equipment, combustion air, and size (BTU/HR output)
- Electrical loading calculations

10. Energy Requirements

- Provide calculations to show compliance with Title 24 energy requirements.
- All lighting in bathrooms, laundry room and utility rooms shall be controlled by manual-on occupant or variances sensors.
- Lighting in pantries and closets with an area of 70 sq. ft. or more shall be controlled by vacancy sensor.
- Outdoor lighting attached to the building shall be high efficacy and controlled by a photo sensor or astronomical clock.

11. Technical Reports (if required)

- Title 24 state energy compliance documents
- Structural calculations for vertical and lateral loads
- Geotechnical reports
- Special inspection form

12. Erosion and Sedimentation Plan

- Provide an erosion control plan containing the following information and prepared in accordance with the following format. The erosion control plan shall be prepared by one or more of the following persons:
 - A certified professional soil erosion and sediment control specialist (CPSESCS) or a Soil Conservation Service employee working under the direction of a CPSESCS
 - A licensed civil engineer
 - A registered professional forester
 - A licensed landscape architect
 - A certified engineering geologist
- 1. Narrative section: Provide a description of the following items as applicable to the specific project:
 - a. Nature and purpose of the land-disturbing activity and the amount of grading involved
 - b. General description of existing site conditions, including topography, vegetation and soils
 - c. Natural features on-site, including streams, lakes, reservoirs, roads, drainage, and other areas that may be affected by the proposed activity
 - d. Soil types/soil series identified in the Soil Conservation Service (SCS) Napa County Soil Survey
 - e. Critical areas within the development site that have serious erosion potential or problems
- 2. Proposed erosion control methods including:
 - a. Drainage systems and facilities, walls, cribbing and other erosion protection devices to be constructed with, or as a part of the proposed work

- b. Proposed vegetative erosion control measures including location, type and quantity of seed, mulch, fertilizer and irrigation; timing and methods of planting, mulching and maintenance of plant material and slopes until a specified percentage of plan coverage is uniformly established
- 3. Stormwater stabilization measures, if the development of the site will result in increased peak rates of runoff that may cause flooding or channel degradation downstream
- 4. An implementation schedule showing the following:
 - a. The proposed clearing, grading, and/or construction schedule
 - b. The proposed schedule for winterizing the site (generally by October 15th of each year the permit is in effect)
 - c. The proposed schedule of installation of all interim erosion and sediment control measures, including the stage of completion of such devices at the end of the grading season (generally October 15th) of each year the permit will be in effect
 - e. The schedule for installation of permanent erosion and sediment control devices where required
 - f. Conformance with guidelines: To the extent relevant to the activity proposed, the erosion control plan shall substantially conform to the guidelines contained in the California Stormwater Quality Association (CASQA) and Bay Area Stormwater Management Agencies Association (BASMAA).

- Provide post-construction erosion control measures and/or implementation of best management practices (BMPs) regarding erosion control. Projects larger in scope and size may be subject to other responsible and trustee agencies review(s) and approval(s). Verification to the Public Works Department may be required indicating that water quality certification has been obtained and/or a Notice of Intent (NOI) has been filed with the California Regional Water Quality Control Board for a *General Permit to Discharge Storm Water Associated with Construction Activity*.
- Provide storm water mitigation worksheets

13. Drainage Plan

- The contour of the land at intervals of one foot of elevation up to 5% slope; two-foot intervals up to 10%, and five-foot intervals over 10%
- Average cross slope of each proposed parcel
- Location, width and direction of flow of any watercourses or drainages

14. Landscape Plan

- Landscape features and proposed planting plan, including species and size
- Preliminary irrigation plan
- Identification of all existing trees and which, if any are to be removed.
- Tree replacement plan (if applicable)