Garage Conversion Submittal Requirements

Document Submittal List
The below list of submittal items are needed to complete your project plan review. A thorough and accurate plan check cannot be performed without a complete submittal package. A lack of needed items will result in a delay of your permit issuance. The plans should clearly delineate between all existing and new construction.

Plans shall consist of the following:

Correct number of 11” x 17” to 36” x 48” plan sets drawn to scale and dimensioned:

- 3 sets for Building Permits and Inspection Division
- 1 set for Assessor (11” x17” floor plan required at issuance)
- 2 sets may be required by the Fire District (to be submitted by the applicant) if the combined aggregate area of improvement exceeds 3599 square feet or is more than 150 feet from a public street or is on a private well.

Note: 1 set for the Environmental Health Department may be required for review of improvements with domestic water wells and/or septic systems. (A separate application and fee may be required).

Total number of plan sets

Req’d N/A General Information
☐ ☐ Address, designer and scope of work
☐ ☐ Site/plot plan drawn to scale
☐ ☐ Vicinity map
☐ ☐ Architectural plans (floor plan, foundation plan, elevations, floor and roof framing plans, sections and details. Show if new or existing)
☐ ☐ ☐ Braced wall panel location and details
☐ ☐ ☐ Truss calculations if manufactured trusses are being used
☐ ☐ ☐ Structural plans – including details of calculated design (if applicable)
☐ ☐ Soil report (when required)
☐ ☐ ☐ Title 24 energy compliance documentation
☐ ☐ ☐ Lighting fixtures/GFCI circuits, switches and receptacles

Plan review and zone check fees must be paid upon submittal of plans.

PERMIT #_________________________ COUNTER STAFF INITIALS _______________ DATE ___________

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