



BUILDING PERMIT APPLICATION INSTRUCTIONS

Permits to construct new structures, alterations, involving removing and constructing partition walls, and additions require a complete plan submittal and completed Plan Submittal Form.

Plans can be submitted either electronically, on-line at the County of Fresno Citizens Portal at <https://permitportal.fresnocountyca.gov/citizenportal/app/landing> **or** by submitting two (2) sets of plans, printed to scale, to 2220 Tulare St., Suite A, Fresno Ca., 93721

Plans must comply with the current adopted codes and include:

- Cover sheet indicating project information; property address and APN, owner and designer information, drawing sheet index, applicable code references, building area square footage (conditioned/unconditioned), design parameters (seismic zone, design wind speed, ground snow load, etc.), and relevant construction notes.
- Dimensioned Site Plan; indicating all structures, property setbacks, driveway, septic system or community sewer, well(s), and site drainage patterns.
- Dimensioned and noted floor plan indicating all areas, fixtures, and equipment.
- Dimensioned and noted electrical plan.
- Dimensioned and noted elevations.
- Structural plan and referenced details clearly identifying all means of construction for foundation, walls and roof.
- Engineers design calculations for the basis of the proposed design (when applicable).
- Energy compliance forms.

Plan Submittal:

- Complete the attached “fillable” PDF Plan Submittal Form for either method of submittal to the extent possible, staff will assist in the final document.

The information provided above is a summary of the initial steps required. For additional information please call **559-600-4570** or email PlanCheckBuildingCode2@fresnocountyca.gov



County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING
STEVEN E. WHITE, DIRECTOR

CONSTRUCTION PLAN SUBMITTAL INSTRUCTIONS

To submit drawings for plan check, complete and return this form (*with information shown below*) to the receptionist. **If this form is not signed or any of the required documents are not included, the plans will not be processed** and you will be notified to pick them up and return them with the necessary documents/information.

A. **BUILDING PLAN REQUIREMENTS:** (Please mark next to each item that has been submitted for your project).

- () TWO COMPLETE SETS OF PLANS THAT INCLUDE:
- | | |
|---|--|
| () Site Plan | () Plumbing Plans (required for residences with more than three bathrooms) |
| () Floor Plan | () Mechanical Plan (not required for single-story residence with ducts run in the attic space.) |
| () Exterior Elevations | () Equipment Information |
| () Foundation Plan | () Signed Engineering Calcs & Plans |
| () Floor Framing Plan | () Signed Truss Calculations (if applicable) |
| () Shear or Braced Wall Plan, signed by the Engineer | () Wet stamp and signature of Registered Design Professional (Architect or Engineer) that prepared and coordinated the plans. |
| () Roof Framing Plan | |
| () Sections & Details | |
| () Electrical Plan | |
| () Energy Documentation | |
| () Signature of plan coordinator on each sheet of the plans. | |
| () Lot specific standard plans require site, floor, landscape plan (per MWEL0 as of 12-1-15), and exterior elevations (Standard plan must be approved in advance of submittal) | |
- () ONE ADDITIONAL FLOOR PLAN & SITE PLAN.

B. **ADMINISTRATIVE & LAND USE:**

A Completed Permit Application will include:

- Project Description _____
- Project Address _____ or _____
- Legal Description (In the form of a deed or title report) _____ or _____
- Assessor's Parcel Number (APN) _____ - _____ - _____
- Application numbers of any land use permits that have been submitted for this project: _____.
- The building permits will be issued to which of the following;
 - () A Licensed Contractor, or agent of the contractor, or
 - () The Owner, who will come into the office to sign the permit application, or
 - () An agent for the owner.
- A Certificate of Workers Compensation Insurance. (This form is only required if the permittee will hire employees to work on this project).

C. **DECLARATION:**

I _____ (*signature*) declare that I am the property owner or their authorized representative and acknowledge that the plan check service I am requesting is subject to a fee. I accept full responsibility for payment of any balance said fee (after any plan check deposit has been paid for submittal) at the time the plans are picked-up for correction, or within 30 days of the date I am notified that the review is complete (*whichever occurs first*).

Applicant (print or type) Mailing Address (City, State, Zip) Telephone Number

Applicant E-Mail Address Fax Number

Owner (print or type) Mailing Address (City, State, Zip) Telephone Number

Owner E-Mail Address Fax Number

FOR OFFICE USE ONLY

Accepted by: Time/Date Plan Check No. Classification Due Date

Your project will likely require review and clearance from your fire protection district* prior to permit issuance. Please coordinate with your fire protection district for plan review and permitting.

***If your project is located within the boundaries of the Fresno County Fire Protection District (FCFPD), you may be subject to an annual Community Facilities District (CFD) fee for fire protection services. It is recommended that you inquire with FCFPD regarding this CFD fee.**

Building & Safety Division

MINIMUM PLAN CHECK SUBMITTAL CHECKLIST

Project Name: _____ PC# _____

Project Address: _____

Permit Center Staff will review this checklist prior to plan check submittal to ensure completeness. Incomplete plans will not be allowed to be submitted. Check all that apply:

Residential: New Damage Reconstruction Addition/Alteration Accessory

Non-Residential: New Addition Alteration/TI Accessory

	Documents	Filled by Staff			Rejected
		Required	Provided		
General	Completed Plan Check Submittal Form	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Detailed Cost Estimate to Establish Valuation (for additions and alterations)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supporting Documents	Structural Calculations	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Truss documents	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Plans	Detailed statement of Scope of Work on Cover Sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Project Data (Type of Const., Occupancy Group, sq.ft., etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Site Plan (including setback dimensions, location of driveway etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	General and Fire Life Safety Notes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Floor Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Cross Sections/details	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Elevations	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Roof Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Disabled Accessibility Details (for Commercial and new multifamily projects)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Energy Forms (registered)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Foundation Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Structural Framing Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Structural Details	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Plumbing Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Mechanical Plans / Electrical Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Landscape Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No		



BUILDING PERMIT APPLICATION

COUNTY OF FRESNO / DEPARTMENT OF PUBLIC WORKS AND PLANNING
 DEVELOPMENT SERVICES AND CAPITAL PROJECTS DIVISION
 2220 TULARE STREET, SIXTH FLOOR / FRESNO, CA 93721

PHONE: (559) 600-4497 / (559) 600-4540 / 24 HOUR INSPECTION REQUEST LINE: (559) 600-4131

THE APPLICATION MUST BE COMPLETELY FILLED OUT BY THE APPLICANT IN ORDER TO APPLY FOR BUILDING PERMITS.

Scope of Work:			
Project Address:			
Project Valuation:		Contact E-mail:	
OWNER NAME AND ADDRESS		APPLICANT NAME AND ADDRESS	
Name:		Name:	
Address:		Address:	
City:	State:	City:	State:
ZIP:	Ph#()	ZIP:	Ph#()
CONTRACTOR INFORMATION		Ph#()	
Lic. No:	Company Name:		
Address:	City:	St:	ZIP:
DESIGNER INFORMATION		Ph#()	
Lic. No:	Company Name:		
Address:	City:	St:	ZIP:
LENDING AGENCY		Ph#()	
Company Name:			
Address:	City:	St:	ZIP:
Permit will be issued to an "Owner-Builder" Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, a completed Owner-Builder Verification Form must be signed and submitted along with copy of the owner's identification prior to issuance of the building permit.		OFFICIAL USE ONLY	
		Identification Number:	
DECLARATION BY CONSTRUCTION PERMIT APPLICANT			
By my signature below, I certify to one of the following:			
I am <input type="checkbox"/> a California licensed contractor or <input type="checkbox"/> the property owner or <input type="checkbox"/> authorized to act on the property owner's behalf (requires written approval and Owner/Builder Verification Form signed and submitted).			
I have read this construction permit application and certify the information I have provided is correct. I also agree to comply with all applicable county ordinances and state laws which govern this project. During the course of construction I will also take steps to preserve all survey monuments. In addition, I authorize representatives of this county to enter the above-identified property for inspection purposes.			
Applicant's Signature _____		Date _____	
For your convenience, checklists detailing any additional submittal requirements for various building permit types are available at the Building Division counter. Demolition permit and mobile home on foundation require checklist.			

SITE PLAN

The site plan shall include the following:

1. All property lines
2. Adjacent streets & closest cross-street
3. Parcel size
4. Easements
5. North arrow
6. Accurate property dimensions
7. Existing & proposed buildings
8. Well and septic system location
9. Driveway location
10. Proposed setbacks
11. Width of road right-of-way
12. Official Plan of Streets and Highways
13. Turn around areas
14. LPG storage tank(s)/Water storage tank(s)
15. Space between buildings

* If the site plan is also the project plan(s) Cover Sheet, include:

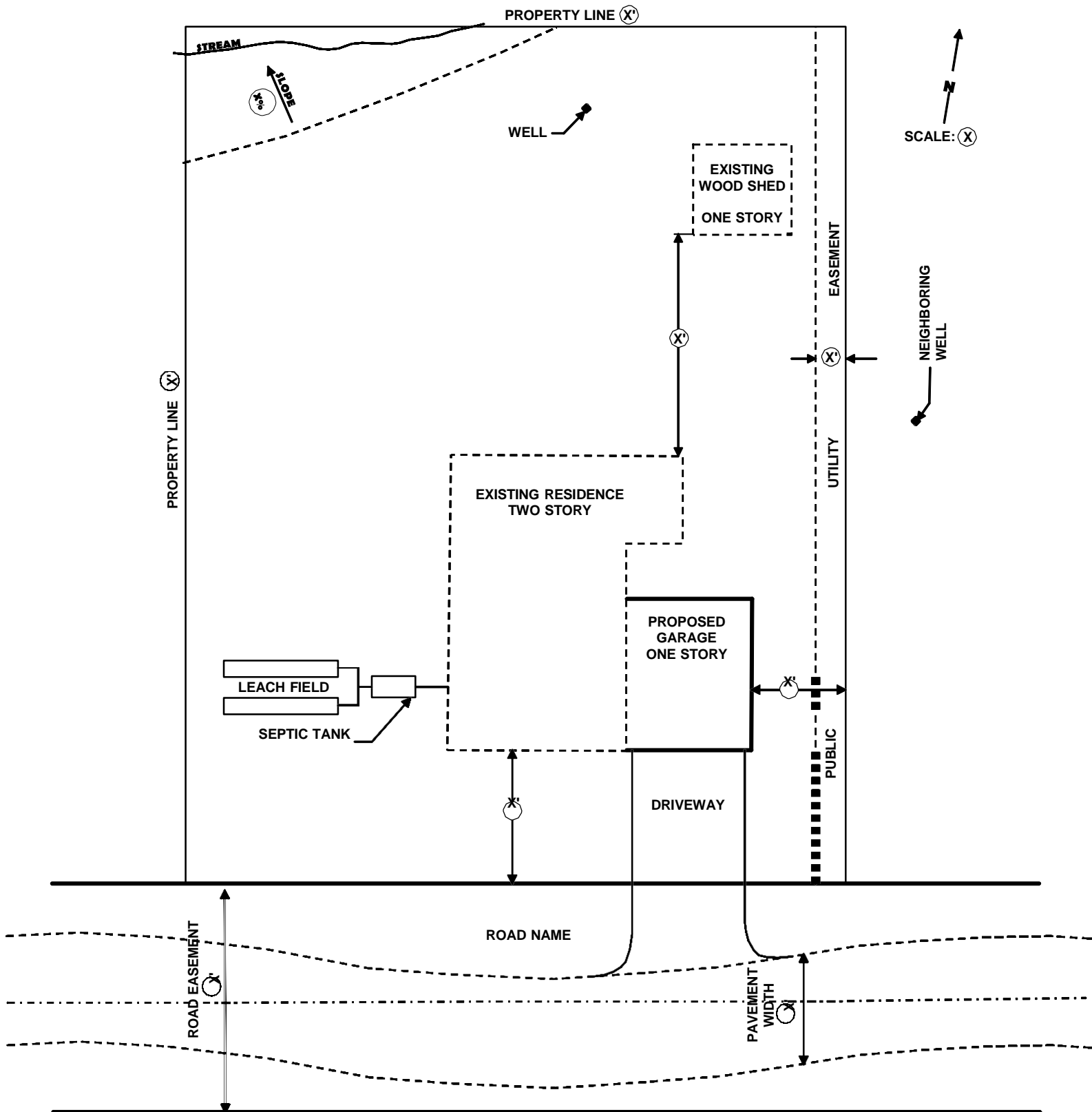
1. Property Address and APN.
2. Property Owner and Contractor information (if applicable).
3. Project Scope (i.e. "Single Family Residence", "Personal Storage", etc.)
3. Designation of applicable codes; 2019 California Administrative, Building, Residential, Plumbing, Mechanical, Electrical, Energy, Fire and Green Building Codes, and the Fresno County Ordinance Code, Title 15.

Site Plan Information required is defined by CBC/CRC section 107.2.6; "Site plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey."

FRESNO COUNTY DEVELOPMENT SERVICES AND CAPITAL PROJECTS

PLOT PLAN EXAMPLE

Site plan must be drawn to scale, on 8-1/2" x 11" paper



Considering Becoming an Owner-Builder?

NOTICE

Effective January 1, 2009

Assembly Bill 2335 amends California Health and Safety Code, Section 19825, regarding disclosures and verifications required for all applicants seeking Owner-Builder construction permits. These new application requirements provide an enhanced level of consumer awareness and protection for property owners accepting the risks associated with Owner-Builder construction permits.

Important information you need to know BEFORE pulling your permit!

**The term “Owner-Builder” can mean three different things:
“Owner as *Worker*, Owner as *Contractor*” or Owner as *Employer*”**

Understand each has Benefits or Risk, and it is possible to combine them!

Hiring a California Licensed Contractor means you do not personally perform any of the construction work, the permit is not taken out in your name, you are not personally responsible for the construction and you are *not* an Owner-Builder. Instead, you become a “Customer” and California law provides you the benefit of protection from poor workmanship, failure to finish the job and financial risk due to worker injury.

Benefit/Risk: Highest Benefits and the Least amount of Risk

Owner-as-Worker is a type of Owner-Builder where you *personally perform* the construction work, the permit is taken out in your name and you are *personally responsible* for the construction management, knowledge, workmanship, and completion of the job. You benefit by not paying others to perform this work for you and your risk depends on your own ability to complete the job successfully.

Benefit/Risk: Possible Benefit with Low Financial Risk

Owner-as-Contractor is a type of Owner-Builder where you personally act as your own General Contractor, the permit is taken out in your name and you hire California licensed sub-contractors to perform portions of the construction work. **WARNING:** The benefit of protection provided by law when you hire only California licensed sub-contractors can turn to serious financial risk if you hire *unlicensed* contractors to perform *any* of the work.

Benefit/Risk: Possible Benefit and Significant Financial Risk

Owner-as-Employer is a type of Owner-Builder where you pay *any* unlicensed individual to perform *any* construction work valued at more than \$500.00, the permit is taken out in your name and you are personally responsible for their employment requirements, supervision, performance, safety and welfare while on your property. **WARNING:** Cost savings benefit can turn to serious financial risk if you fail to deduct *payroll taxes* or provide *workers compensation insurance* for each worker.

Benefit/Risk: Possible Benefit with Significant Financial Risk

**OWNERS BEWARE AND CONSIDER THE RISK BEFORE ACCEPTING FULL
RESPONSIBILITY FOR YOUR CONSTRUCTION PERMIT**



County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING
BUILDING AND SAFETY

Disclosures for Owner-Builders Applying for Construction Permits

IMPORTANT! NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. **We will NOT issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. A copy of the property owner's identification is required to verify the owner's signature.**

Read and initial each statement below to signify you understand or verify this information.

____1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____2. I understand building permits are not required to be signed by property owners unless they are *responsible* for the construction and are not hiring a licensed Contractor to assume this responsibility.

____3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

____6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless *all* work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

____8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

Project Address _____	APN _____
Date Mailed _____	By _____ PC# _____

____9. I understand I may obtain more information regarding my obligations as an “employer” from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors’ State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

____10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity.

____11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

____12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors’ State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers’ compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner’s driver’s license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner’s signature.

Property Owner Name (Printed) _____ Phone: _____

Property Owner Signature _____ Date: _____

Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER’S BEHALF

I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Work: _____

Project Location or Address: _____

Name of Authorized Agent: _____ Phone: _____

Address of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. **Note: A copy of the owner’s driver’s license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner’s signature. I have read and initialed items 1 through 12 above.**

Property Owner’s Signature: _____ Date: _____



County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING BUILDING AND SAFETY

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sole within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent: _____ Date: _____

WORKERS' COMPENSATION DECLARATION
WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Note: The following Authorization is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.