



COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

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Permit Compliance Checklist

To move forward with permitting an as-built project for a Residence, Additions, Remodels, Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU), have your California licensed contractor verify the following conditions prior to applying for a permit. The contractor will need to submit a letter with this form explaining how each element was reviewed, photos with their findings and any code discrepancies identified that will need to be included as a part of the building permit.

Electrical Contractor

- ☐ All branch circuits shall be tested and properly labeled in main panel.
- ☐ Verify fixtures and conductor sizes with breakers.
- ☐ GFCI required in kitchens, bathrooms, garages, and exterior locations.
- ☐ Verify grounding and Bonding.
- ☐ Provide load calculations. (see attached sheet)
- ☐ Identify which outlets or fixtures were tested and inspected 20% rule for each room or space.
- ☐ Verify smoke and carbon monoxide detectors in each room/space as required. (see handout)
- ☐ Identify any sub-panels and loads.

*ARC fault or AFCI breakers may be required

Mechanical Contractor - Fans, Exhaust Fans, and/or Windows

- ☐ Type, size and location of equipment.
- ☐ Working clearances and platform.
- ☐ Combustion air.
- ☐ Disconnect and receptacle at equipment.
- ☐ Size and type of ducting /R valve.
- ☐ Condensation discharge, disconnect, AC, pad, and penetrations.
- ☐ Fuel tank location, anchorage, and setbacks.
- ☐ Exhaust Fans in Damp Locations (Bathrooms)
- ☐ Whole House Exhaust Fan
- ☐ 8% Glazing at Habitable Rooms

- ☐ Exhaust hood vent in kitchen
- ☐ Verify square inches of vent openings for attic and floor.

Wood Stove/Pellet Stove/Gas Stove

- ☐ Manufacturers specifications.
- ☐ Venting/Combustion Air/Electrical.

Insulation ** not required for an ADU / JADU prior to January 1, 2020.

- ☐ Floor insulation value _____
- ☐ Ceiling/Roof insulation value _____
- ☐ Wall insulation value _____

Plumbing Contractor

- ☐ Pressure Test Line W.H. strapping & P.T. Relief.
- ☐ Verify vent size based on fixtures.
- ☐ Cleanouts.
- ☐ Crawl space vs. slab.
- ☐ Check slope.
- ☐ Connection to Septic/Sewer

General Contractor, Architect or PE - Fire/Egress/Life Safety

- ☐ Interior handrails/guardrails steps and landings.
- ☐ Exterior decks, stairs, landings, guardrails, handrails positive connection and pier blocks.
- ☐ Fire resistive materials between garage and residence with self-closing 20-minute door.
- ☐ Penetrations protected. (fire caulk, etc.)
- ☐ Bedroom window size, sill height, and 5.7 sq. ft. or reduced to 5.0 sq. ft. on main floor only.

- ☐ Hazardous window locations and safety glazing.
- ☐ Basement/attic egress.
- ☐ Address posted 4" minimum and reflective, visible from street.

**Structural/Framing General Contractor,
Architect or PE -**

- ☐ Under floor clearances 12" to bottom of beam & 18" to bottom floor joist.
- ☐ Verify size and depth of perimeter footing.
- ☐ Verify size and depth of isolated footings.
- ☐ Verify proper hardware and fasteners used at structural connections.
- ☐ Verify truss configuration/build up truss/jack truss.
- ☐ Verify size and spacing rafters/collar ties/ridge rafter/or ridge beam.
- ☐ Verify roofing material.
- ☐ Verify siding material.
- ☐ Exposed beams and column condition, connections, and hardware.
- ☐ Verify stud height, material, size, and spacing.

If no permit information is available for the structure, a licensed design professional is required to verify structural elements and compliance with the 1997 California Model Codes as a minimum threshold.