



# COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

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## Permit Compliance Checklist

To move forward with permitting an as-built project for a Residence, Addition, Remodel, 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.

Please email all documents to [buildingdocs@chicoca.gov](mailto:buildingdocs@chicoca.gov) or upload to the [digital plan submittal link](#).