



Idyllwild Fire Protection District
PO Box 656 / 54160 Maranatha Dr.
Idyllwild, CA 92549
(951) 659-2153

Building Permit Detailed Checklist

This checklist will assist you in preparing plans for submittal with a building permit application. Alterations, additions, and remodeling projects may not require all drawings and submittals listed. Please discuss the specifics of your project with the Permit Service Center staff before submitting a building permit application. By submitting complete and legible plans that clearly indicate and describe new work and any existing work, you will help the City issue your permit as quickly as possible.

PLANS (2 sets) **Plans must comply with CBC Ch. 7, Wildland Urban Interface (WUI)**

Building plans should be legible and drawn to scale. Plans should be prepared with block lettering and sufficient contrast to be readable when microfilmed. The preferred minimum sheet size is 11" x 17". Submit photocopies or prints (bluelines or blacklines); do not submit originals.

When required by [California State Law](#), plans must be prepared by an architect or engineer.

GENERAL INFORMATION

- Address of property or assessor's parcel number
- Owner's name, address and phone number
- Name, address and phone number of person preparing the plans.
- Applicable codes and regulations.
- Type of Construction. (UBC Table 6-A)
- Occupancy Type(s). (UBC Table 3-A)
- Square footages of existing structure(s) and addition(s).
- Overall building height.
- Brief description of work.
- Special inspections required.
- Sheet index showing each sheet title and number.
- Symbols, legends & abbreviations used in the drawings.
- Existing or Planned Fire Suppression System(s).

PLOT PLAN (Preferred scale: 1/8" = 1'-0" for normal sized lots.)

- North arrows: true & reference if used.
- Lot lines and property dimensions.
- Outlines of all building(s), structure(s), and addition(s) with sizes and intended uses indicated.
- Setback distances from front, rear and side property lines; required setbacks.
- Setback distance from the street to building front and rear (closest & farthest points).
- Easements.
- Parking space(s), garages, carports, and driveway locations and sizes.
- Decks, porches, balconies, uncovered steps, fences, accessory structures, walls, patios, walkways.
- Adjacent street(s) with name(s) indicated, sidewalks, curb cuts.
- Grades, contours, trees, surface drainage. Indicate the extent of grading to be done.
- Location and height(s) of any retaining walls existing or proposed on the site.
- Utilities to property line, under or above ground, locations of meters.

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FLOOR PLAN(S) (Preferred scale: 1/4" = 1'-0")

- North arrow: true & reference if used.
- A completely dimensioned floor plan for each floor level.
- Existing and intended use of all rooms.
- Existing walls, new walls, walls to be removed [may be shown on separate demolition plan].
- Windows, doors & skylights (sizes & types). **[Must comply with CBC Ch. 7, (WUI)]**
- Stairs and landings, up/down arrows, number of treads, with minimum widths indicated.
- Locations of all plumbing fixtures, water heater, hose bibbs.
- Heating/air conditioning system, furnace or heater size and location, registers, thermostats [may be shown on separate mechanical plan].
- Liquid Propane tank location and gas outlets/appliance(s).
- Electrical plan showing locations of service panel (and amperage rating), grounding, subpanels, receptacles, GFCIs, lights, switches, smoke/CO detectors, etc [may be shown on separate electrical plan].
- Building cross-section locations indicated with section symbols.

FOUNDATION PLAN (Preferred Scale: 1/4" = 1'-0")

- A completely dimensioned plan of the foundations required by the building.
- Slabs and foundations for garages, patios, breezeways, driveways, sidewalks.
- Footings, piers, slabs, grade beams, retaining walls (sizes and locations).
- Hold-downs, connections of new foundations to existing foundations.
- Any special construction required by the structure, by site conditions or by expansive soils.
- Required compressive strength of concrete.
- Crawl access holes and screened vents under raised wood floors. **[Must comply with CBC Ch. 7, (WUI)]**
- North arrow.

FLOOR FRAMING PLAN(S) (Preferred Scale: 1/4" = 1'-0")

- Size & spacing of beams, joists, posts, headers.
- Floor openings, layout of floor sheathing, nailing.
- Locations of shear walls.
- North arrow.

ROOF FRAMING PLAN (Preferred Scale: 1/4" = 1'-0")

- Size and spacing of beams, rafters, headers, trusses.
- Roof openings, layout of roof sheathing, nailing.
- Attic vents. **[Must comply with CBC Ch. 7, (WUI)]**
- North arrow.

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EXTERIOR ELEVATIONS (Preferred Scale: 1/4" = 1'-0")

- Elevations of all sides of the exterior of the building.
- Existing & proposed exterior wall finishes and special finishes. **[Must comply with CBC Ch. 7, (WUI)]**
- Roof materials and roof pitches.
- Door, window, skylight, and other openings: locations, materials, and configurations. **[Must comply with CBC Ch. 7, (WUI)]**
- Vertical dimensions showing the height of structure(s) and heights of finished floors.
- Locations and extent of shear walls, let-in bracing, or other methods of shear transfer.
- Existing and finished grades showing true site conditions.
- Attic and under-floor vents. **[Must comply with CBC Ch. 7, (WUI)]**

CROSS-SECTIONS (Preferred Scale: 3/8" or 1/2" = 1'-0")

- Completely dimensioned cross-sections of the entire building showing the typical construction to be used. Typically at least one transverse and one longitudinal cross-section will be required to adequately depict all construction.
- Typical floor, wall, ceiling, and roof systems and construction materials.
- Locations, types and ratings of thermal insulation.
- Building heights, depths of footings, etc.
- Cross-section and details of any unusual construction.
- Framing and other details keyed to appropriate sheet number.

CONSTRUCTION DETAILS (Use appropriate scale)

- Footings and retaining walls: dimensions, reinforcing steel, bolts, etc.
- Framing connections, hold-downs, shear transfer, wall plates, post-and-beam connections.
- Structural connections of new to existing.
- Stairways.
- Balconies, decks, and guard railings: connections, materials, spacings, heights.
- Fireplaces and chimneys including an approved spark arrester.

ADDITIONAL REQUIREMENTS TO THE ABOVE ITEMS MAY BE REQUIRED AS DEEMED NECESSARY BY THE FIRE PREVENTION OFFICIAL. Fees are based on project labor and material costs (LINK TO FEE SCHEDULE).



Some of the documents are available in PDF format