



# PERMIT SUBMITTAL CHECKLIST

**Complete this checklist and include it with your submittal package. Not every item is required with each permit. Please do not hesitate to contact us regarding what may be required for your project.**

**Before you submit your permit application, check off each of the items below, and include the forms / checklists that applies to your project.**

- [Zero Waste Marin Construction and Demolition Waste Form](#) - Required for all permits involving disposal of construction or demolition materials. Receipts shall be provided to the inspector prior to the final inspection.
- [Initial Project Cost Evaluation](#) - Required for all substantial building, remodel and new construction permits. This form must reflect the total fair market cost of labor and materials for this project.
- [Floodplain Development](#) - Is your project located in the AE Flood Zone? And is the cumulative work on your structure, over a 5-year period, 50% or more of the valuation of the structure? You are required to provide an Elevation Certificate and to meet FEMA's requirements. You will need to complete the Town's checklist and apply for a separate permit through [eTRAKiT](#).
- [Grading Permit](#) - If you are grading (Cut + Fill) over 25 cubic yards, you must provide a Construction Management Plan, and Erosion Control Plan, and apply for a separate permit through [eTRAKiT](#). If you are grading over 100 cubic yards, you must apply to the Planning Commission
- [Flatwork Permit](#) - If you are creating or replacing more than 150 square feet of impervious surface, you will need to apply for a separate flatwork permit through [eTRAKiT](#). If you are creating or replacing more than 500 square feet of impervious surfaces, your project needs to implement bioretention. Please review the [Homeowner's Guide to Stormwater Management](#).
- [Watercourse Permit](#) - If you are building within fifteen feet (15') of the creek, you will need to apply for a separate watercourse permit through [eTRAKiT](#). You may also need to contact other regulatory agencies, including California Dept. of Fish and Wildlife, Army Corps of Engineers, SF Bay Regional Water Quality Control Board, and/or others.
- [Ross Valley School District Residential Development Fees](#) - Required if your project increase square footage. Fees need to be paid to RVSD before returning to the building department.
- [Marin Municipal Water District Landscape](#) - Water Efficient Landscape Certification Form (required for all major landscape work)

**Is the following information included in your permit submittal package?**

- If applicable to the project, have the following been included:
  - Soils Report (and plan conformance letter)
  - Structural calculations (stamped by the EOR)
  - HERS registry within the plan set
  - Construction management plan
  - Manufacturer's specifications/ technical sheets
  - Other supporting docs (e.g., gas pipe size calcs)
- [Under-Grounding Utilities](#) - Does the market value of the cumulative work on the property, over a 3-year period (5-year if in the AE Flood Zone), equal 50% or more than that of the structure (CBC's definition of a substantial improvement), triggering the Town's requirement to for the utilities to be moved underground? Please reach out to the Public Works department to coordinate undergrounding your utilities.
- [Resale Inspection \(RBR\) Corrections](#) - Have all issues brought up in the Resale report (Residential Building Report) been resolved?



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## Does your plan set include:

- Title Block - All plan sets must be signed by the designer or stamped and signed by a licensed design professional. The title block shall include the name of owner(s), designer, address of project and assessor's parcel number, date plans were drawn, revision number, project title, etc.
- Stamp / Signature - Does every plan sheet have a licensed design professional's stamp and/or designer's signature?
- Code Compliance statement - All plans must have the following printed on the cover sheet: "All Construction, regardless of details on plans, shall comply with either the 2022 California Building Code *or* 2022 California Residential Code, 2022 California Plumbing Code, 2022 California Mechanical Code, 2022 California Electrical Code, 2022 Green Building Standards Code, 2022 California Energy Code, and the San Anselmo Municipal Code."
- Standards - Have all plans been drawn on a minimum sheet size of 11" x 17" (larger projects are required to be on 24" x 36")? Are all sheets in the plan set the same size? Have sheets been drawn to scale, at a minimum of 1/4" per foot (Note: the site plan may be 1/8" per foot)? Have all the plans and specifications been drawn with clarity to indicate the location, nature and extent of the work proposed?
- Sheet Index / Numbering - Have all plan sheets been numbered sequentially? Does the cover sheet have a drawing/sheet index? Does the plan set match the index?
- Scope of Work statement - State your project's complete scope of work on the cover sheet.
- Site Data - For residential projects, is the following information included on the cover sheet of the plans? Have you included the planning data table for your property, *either* [Above 150 Mean Sea Level](#) *or* [Below 150 Mean Sea Level](#)?
  - Flood Zone
  - WUI Zone
  - Size of the property
  - Allowable FAR for the property per SAMC.
  - Existing and proposed FAR for the property?
  - Existing and proposed lot coverage for the property?
- Deferred Submittals - Have these been clearly identified on the cover sheet? (Fire sprinklers, roof trusses, etc.)
- Site Plan - Is the site plan fully dimensioned, showing property lines and site contour lines, setbacks, direction of drainage, streets, driveways and locations of all structures, easements, and any off-street parking?
- Floor Plans - Are there fully dimensioned existing and proposed plans, with the intended use of all rooms provided?
- Details - Are the type, size and location of all doors, windows (including egress and safety glazing), new headers and framing members, smoke alarms, address numbers, furnace(s), water heater(s), electrical main/subpanels, and gas service lines clearly identified and detailed?
- Additions and Alterations - Have existing and proposed conditions been clearly delineated? Are details adjacent to the addition or area(s) of alterations shown?
- Grid Lines - Do the Architectural and Structural plan sheets have coordinated gridlines?
- [Green Building Checklist](#) - The size, scope and occupancy of your project will affect which checklist is required. This must be completed by a qualified green building professional. *Arrange the completed checklist on to a new sheet within your plan set, and include this sheet in the drawing index on the coversheet.*
- Title 24 Energy Analysis - Required if you're creating, adding, or converting any storage space any new conditioned, habitable, or living spaces, converting any storage spaces.
- [Special Inspections and Structural Observations](#) - This is the Town's standardized sheet, which needs to be completed and signed by the Engineer of Record if any special inspections or observations are required for your project. *This sheet must be included within your plan set and on the drawing index.*



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## **Elevations:**

- For new construction, have exterior elevations indicating general appearance, windows, doors, finishes, roof covering, etc. been provided?
- For additions and alterations, have the existing condition been shown as well as the new?

## **Structural Plans:**

- Do the structural plans match the architectural? Are the sheets the same size?
- Grid Lines - Do the Architectural and Structural plan sheets have coordinated gridlines?
- Have plans for foundation, floor framing and wall framing been provided?
- Have all structural connections been clearly shown, and details provided as needed? For additions and alterations, has the tie-in from the new to existing been clearly shown?
- For concrete slabs on grade: has the minimum 3 ½" thick gravel or sand sub-base with a minimum 6 mil vapor barrier been shown?
- Have details for any special features (e.g., stairs, graspable handrails, guardrails, roof ventilation, underfloor ventilation, attic access, underfloor access, fireplaces, spark arrestor at new or existing chimney and sound transmission control between residential units) been provided?

**Commercial Projects** - Commercial projects have the same submittal requirements as listed above, as well as additional requirements below. All commercial projects must go through CASp (Certified Access Specialist Program) review after initial submittal.

- Has the occupancy group been listed on the Cover Sheet? If the Building is other than a R-3 or U occupancy, have the plans been prepared by a licensed architect or registered engineer?
- For Food Service Projects, did the Marin County Environmental Health Services give preliminary approval to your plans prior to applying for a Town of San Anselmo building permit?
- For Food Service Projects, has your permit submittal plan set been approved and stamped by Marin County Environmental Health Services?

## **Revisions after the permit has been issued:**

- Have the changes been made on the exact same sheets as in the original permit set?
- Have all changes on the plans been clouded? Has the date and revision (delta) number been added in the title block?
- Does this revision increase or decrease the job value? Please print the revised job value on the plans.
- Digital stamp revised drawings as required for the original submittal.
- Provide a revision transmittal letter that states line item what changes were made and on which sheets the changes appear
- Provide revised structural Calcs, Energy Compliance documents; Green Building Compliance documents as necessary to address the revisions.
- Field Sketches (SK) can be submitted at 8 ½" x 11" with scale and drawing title. Must be signed and stamped by a professional (if applicable) and emailed to us.
- Provide all of the information about your revision in an email to [permits@townofsananselmo.org](mailto:permits@townofsananselmo.org), with "Revision to (original permit number, B2022-0XXX)" in the subject line.