



City of Atascadero Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

APPROVED STOCK PLAN SUBMITTAL CHECKLIST

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE "B" OR "C"
ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2022 CBC - 2022 CRC - 2022 CEC
2022 CPC - 2022 CMC - 2022 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)
PERMIT SUBMITTALS WILL BE ACCEPTED BETWEEN 8:30 A.M. AND 4:30 P.M.

Incomplete submittals will not be accepted at the permit counter

PRIOR TO APPLICATION SUBMITTAL, AN INTAKE MEETING WITH A CITY PLANNER IS REQUIRED TO ASSURE ALL PLANS AND DOCUMENTATION ARE COMPLETE, AND TO DETERMINE COMPLIANCE WITH THE ZONING ORDINANCE.

PLEASE NOTE: An approved stock plan submittal is a request for the City of Atascadero to process and approve a site-specific R-3 (single family and/or duplex) structure, based on a City Approved Stock Plan. Approved stock plan submittals must contain reference to the Approved Stock Plan, including a general statement that the assumed values proposed with the stock plan match the site specific conditions.

The first Approved Stock Plan submittal will be processed as a typical stand alone submittal, with full plancheck fees applied. Additional subsequent submittals of a City Approved Stock Plan (for a site specific permit) will be assessed a reduced plancheck fee of up to 50%. No other fee reductions will apply.

If a review of a City Approved Stock Plan submittal for a site specific project indicates that the assumed values do not meet the minimum proposed values of the Approved Stock Plan, the plans and supporting documents must be modified to match actual site conditions, and the project will be processed as a stand alone (non-stock plan) submittal.

A copy of City Approved Stock Plans will be kept on file in the Community Development Department, and will remain active until State or Local Code changes require modifications to the approved plan.

- Complete Application:** Must be signed by **Owner, Agent** (with approved written authorization), or **Licensed General Contractor**.
- Advance Plan Check Fee** to be determined at intake meeting.
- Title Sheet – 5 Sets:** 2 with all supporting documentation and 3 without. Plans must be drawn to scale and separated into sets. The Title sheet shall also contain the following statements:
"This building plan has been approved as a 'stock plan' by the City Of Atascadero Building Services Division under the 2019 California Building Code, 2019 California Mechanical Code, 2019 California Plumbing Code, 2019 California Electrical Code, 2019 California Fire Code, current Title 24 State Energy Regulations, and Title 8 of the Atascadero Municipal Code", and include a general statement indicating that "The assumed values proposed with the stock plan match the site specific conditions".
- Site Plan / Grading/Drainage Plan– 5 Sets:** Shall include topography; site drainage; rear, front and side setbacks; location of native trees with drip line within 20' of any construction activity; location of all structures, septic tank, leach fields, sewer lines and driveways. **Sedimentation and erosion control must be incorporated into grading-drainage plan and must be in place from October 15th through April 15th.**
 - If there is grading on slopes of 10% or more, please contact a planner @ 461-5035 for additional information prior to submitting for a single family residence. A precise plan may be required.
 - Trees:** A tree protection plan is required for all construction within 20' of the dripline of any native tree. An arborist report from a certified arborist is required for all construction within the dripline of any native tree. A separate tree removal permit is required if any native tree is proposed for removal. If there are no native trees on the site, please note that on the site plan.
 - Geotechnical Report -2 sets-**(must confirm City Approved Stock Plan foundation design and include a statement of site suitability).
 - Septic System Design and Perc Test-2 sets--:** (if City sewer is not available)
 - Title 24 State Energy Compliance-2 sets--:** (indicate orientation based on site specific conditions)
 - Private Water System:** A letter of approval is required from San Luis Obispo County Health Department and Atascadero Mutual Water Company, and a Conditional Use Permit is required (contact a planner for requirements).
 - Grant Deed / Title Report:** Required if applicant name is different than County Assessor's records.
 - Letters from Licensed Professionals:** Letter(s) from owner, or any applicable architect, engineer, or other licensed professional associated with the stock plan approval, acknowledging and approving the use of their plans and/or supporting documents.

Additional Information / Required Prior to Issuance:

- School Fees** Required prior to issuance. School fees are paid to the Atascadero Unified School District. The City will provide the required form.
- Development Impact Fees / may be deferred with a signed Deferred Development Impact Fees Agreement.**
- Atascadero Mutual Water Company:** "Will Serve" letter.