



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

RESIDENTIAL REMODEL INTAKE 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 INTAKE MEETINGS ARE REQUIRED BY APPOINTMENT ONLY MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals will not be accepted at the permit counter

I. Application and Forms:

- ☐ Residential Intake Request Form – Email permitcenter@atascadero.org prior to schedule intake meeting.
- ☐ Complete Application - Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- ☐ Grant Deed / Title Report – Required if applicant name is different than County Assessor's records or deferring impact fee payment until Final on 2nd unit conversions.
- ☐ Construction Waste Management Plan
- ☐ Encroachment Permit (Separate Application) – Required for all work within the City's Right-of-Way.

II. Fees:

Express:

Current Express Fee

Non-Structural

Valuation < \$16,000

Min. Plan Check

Minor:

Fee \$ Valuation**

Non-Structural

Valuation > \$16,001

Major:

Fee \$ Valuation**

Structural changes

**** Building Permit Valuations – Definition:**

Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment and other permanent systems, including materials and labor. (Fee schedules are often based on a valuation of the work to be performed. This concept is based on the proposition that the valuation of a project is related to the amount of work to be expended in plan reviews, inspections and administering the permit, plus an excess to cover the department overhead.)

- ☐ Advance Plan Check Fee – Determined prior to intake meeting. Additional fees applicable at permit issuance.

I. **Site Plan (3 sets; if applicable):** *see elements of a site plan handout*

- ☐ Septic Systems – If your residence is connected to a private sewage disposal system (septic system) *AND* if your remodel includes adding a bedroom, the existing septic tank, length and number of leach fields must be verified by a licensed professional septic contractor or engineer. If public sewer is available, a sewer connection may be required.

III. Construction Drawings and Support Docs (3 complete drawing sets with 2 sets support docs):

- ☐ Existing Floor Plan Layout and Proposed Floor Plan Layout
- ☐ Title 24 State Energy Analysis – if applicable

Additional Information / Required Prior to Issuance:

- ☐ One (1) Additional Floor Plan For County Assessor – Min. 11"x17"