



**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](mailto: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 2<sup>nd</sup> 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"