



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

DECKS/PORCHES/COVERED PATIOS/CARPORTS/BREEZEWAYS AND PATIO ENCLOSURES/SUBMITTAL CHECKLIST

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

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 - 2025 CBC - 2025 CRC - 2025 CEC
2025 CPC - 2025 CMC - 2025 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

New Residential Code Requirement: Decks require a building permit when attached to a dwelling or a part of a required exit path.

- ☐ **Complete Application:** Must be signed by Owner, Agent (with approved written authorization), or Licensed General Contractor
- ☐ **Fees:** Structure Less than 500 SF: current Express rate (includes tree protection if required)
Structure more than 500 SF: fee based on SF adding. Contact Building Dept. for additional information and to obtain a fee estimate.
- ☐ **Construction drawings – 2 sets:** 2 complete sets with all supporting documentation, and 1 without. Drawn to scale and organized into separate sets.
- ☐ **Pre-fabricated Patio Enclosures:** Plans must include applicable code reference, anchor to slab/foundation detail, anchor to existing structure detail, and must be signed by a licensed architect or engineer. Support system (slab on grade, built up slab, deck, etc.) must be shown specific to the site. Existing slabs and/or decks, when attached to a dwelling, or must be included in the application for permit approval.
- ☐ **Soils Report:** (see soils report handout)
- ☐ **Truss Calcs:** If conventional construction with trusses.
- ☐ **Structural Calcs:** if necessary.
- ☐ **Fire Severity Zone Requirements** – See CWUI City checklists (available at the front counter or email permitcenter@atascadero.org for the specific checklist)
- ☐ **Fire Sprinkler Plans - 3 sets:** If the project creates a roofed structure over 3000 sq. ft., non-habitable enclosed patio is not included in calculation, a complete residential fire sprinkler system is required. Do not attach to building plans.
- ☐ **One additional copy** of the floor plan minimum 11” X 17”
- ☐ **Site Plan / Grading/Drainage Plan– 2 Sets:** See “Elements of a Site Plan” and “Grading and Drainage Plan” handouts on-line or at permit counter. Sedimentation and erosion control must be incorporated into grading-drainage plan and must be in place from October 15th through April 15th.
- ☐ **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 arborist report from a certified arborist is required for all construction within the dripline of any native tree. A the site, please note that on the site plan.
- ☐ **Grant Deed / Title Report** (Required if name of applicant is different than Assessor’s records).