



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

RESIDENTIAL ADDITION 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)

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 name of owner is different than County Assessor's Records.
- ☐ Construction Waste Management Plan
- ☐ Encroachment Permit (Separate Application) – Required for all work within the City's Right-of-Way.
- ☐ Residential Building Record – May be required to confirm SF for fire sprinkler requirement.

II. Fees:

- ☐ Advance Plan Check Fee – Determine prior to intake meeting. Additional fees applicable at permit issuance.
- ☐ School Fees (if adding 500 SF or greater of living area) – Required prior to issuance with fees paid to the Atascadero Unified School District. City will provide form.

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

- ☐ All items included in Site Plan Drawings (IV.)
- ☐ Floor Plans
- ☐ Architectural Elevations
- ☐ Structural Calculations – if you are proposing non-conventional construction per CBC.
- ☐ Truss Calculations – If applicable
- ☐ Title 24 State Energy Analysis
- ☐ Soils / Geotechnical Report – Required if addition is more than one story, >500 SF, or on slopes > 10% (see exception below).
- ☐ Fire Severity Zone Requirements – Required if in High or Very High Fire Severity Zone. Exempt from requirements if original structure was built prior to October 5, 2004. (See Fire Severity Zone Requirements Handout).

IV. Site Plan Drawings:

- ☐ Native Trees – All native tree driplines (where the branches extend, not just the trunk) within 20-feet of proposed construction activity shall show tree protection fencing. Construction activity within native tree driplines or native tree removal requires a report from a certified arborist. A separate planning application is required when removing native trees. To find an ISA certified arborist visit www.isa-arbor.com/findanarborist/arboristsearch.aspx.



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- ☐ Grading & Drainage Plan – Grading over 50 cubic yards requires a grading plan showing cut and fill, existing topography, propose finished grade, finished floor elevation, elevation benchmark (location & elevation). If grading over average slopes of 10% contact Planning Services (805)461-5035. See slope and setback handout.
- ☐ Sediment and Erosion Control Plan – Must be incorporated into grading and drainage plan must be in place from October 15th through April 15th.
- ☐ Septic Systems – If your residence is connected to a private sewage disposal system (septic system) *AND* if your addition includes adding a bedroom, please state size of the existing septic tank and length and number of leach fields so we may verify conformance. If public sewer is available, a sewer connection may be required.
- ☐ Stormwater Run-Off Analysis or Hydrology Report – (as applicable)

Additional Information / Required Prior to Issuance:

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

Fire Sprinklers (3 sets) – Required if addition creates a structure > 3,000 SF. Do not include construction plans. This is a separate deferred addendum permit that must be submitted prior to issuance of new structure permit.

Exception: The Building Official may not require a foundation and soils investigation report for one-story, wood-frame and light-steel-frame additions to Group R, Division 1 and 3 occupancies of 1,000 square feet of floor area or less when a licensed architect or engineer provides a foundation design and a site observation report with a statement of site suitability.

Minimum foundation for structures that do not require a soils report may be any one of the following:

1. Minimum 27" deep, 12" wide, with 1 #5 bar top and bottom.
2. Foundation design prepared, stamped and signed by a licensed architect or engineer, specific to the proposed structure with a statement of site suitability.
3. Alternative design approved by Building Official due to minor scope of project, or evidence observed by site investigation, or substantive information provided by project owner or authorized agent.