



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

APPROVED STOCK PLAN 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.

*Note: 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 92 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 – 2025 CWUI - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

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 plan check fees applied. Additional subsequent submittals of a City Approved Stock Plan (for a site-specific permit) will be assessed a reduced plan check 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.

The following items are required at permit submittal/intake:

- **Complete Application:** Must be signed by **Owner, Agent** (with approved written authorization), or **Licensed General Contractor**.
- **Advanced 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 2025 California Building Code, 2025 California Residential Code, 2025 California Mechanical Code, 2025 California Plumbing Code, 2025 California Electrical Code, 2025 California Fire Code, 2025 California Wildland Urban Interface 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 through the duration of construction.**
- If there is grading on slopes of 10% or more, please contact a planner at 805-461-5035 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 dropline 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 if applicable per the current City Municipal Code).
- **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.

***IMPORTANT NOTE:** Please note that the City has not yet revised the Pre-Approved ADU Plans to align with the 2025 California Building Standards Code cycle, and a determination regarding such an update has not been finalized. In the interim, applicants must demonstrate that all submittals comply with the 2025 California Wildland-Urban Interface (WUI) construction requirements as specified in the California Building and Fire Codes, as well as the 2025 California Energy Code (Title 24, Part 6) provisions for energy efficiency, including mandatory envelope, lighting, and mechanical system compliance.

Additional information / Required Prior to Issuance:

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

Email: permitcenter@atascadero.org if you have questions