



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

MAJOR RESIDENTIAL INTAKE 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)**

PROJECTS INCLUDE:

New Single Family Residence
Second Residential Units
New Stock Plan
New Multi-Family / Multi-Family Additions

TIME FRAMES:

1st Plan Check – 4 weeks
2nd Plan Check – 2 weeks

I. Application and Forms:

- Email permitcenter@atascadero.org to schedule an intake meeting or to request a secure upload link for digital plan submittal.
- Complete Building Permit Application – Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- Title Report – Must be dated within 6 months.
- Atascadero Mutual Water Company “Will Serve Letter” – Required for new water service.
- Private Water System – A letter of approval is required from San Luis Obispo County Health Department, Atascadero Mutual Water Company, and a Conditional Use Permit is required. Contact Planning Services at (805) 461-5035.
- Construction Waste Management Plan.
- Temporary Housing During Construction – if applicable, a separate permit application is required.
- Encroachment Permit (Separate Application) – Required for all work within the City's Right-of-Way.
- Public Improvement Plans – If required, applicant must apply separately from residential structure.

II. Fees:

- Advance Plan Check Fee – Determined at the intake meeting. Additional fees applicable at permit issuance.
- Development Impact Fee – Payment may be deferred to Final with signed Impact Fee Agreement at permit issuance.
- School Fees – Required prior to issuance with fees paid to the Atascadero Unified School District. City will provide form.

III. Construction Drawings and Support Docs (4 complete drawing sets with 2 sets support docs):

- All items included in Civil and Planning Drawings (see IV. on page 2).
- Floor Plans.
- Site Plan – Shall show all property lines including bearings & distances, existing street improvements, basis of bearings, street right-of-way, topography, existing utility mains & services, proposed utility services, trenching, existing & proposed driveways, and any vegetation within 20-feet of construction activity. Multi-family projects shall also include site accessibility, parking, and landscape.
- Architectural Elevations.



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- Conventional Construction.
- Structural Calculations – If you are proposing non-conventional construction per CBC.
- Truss Calculations - Must be stamped by the Truss Engineer and accompanied with a letter from the Structural Engineer of Record stating that the truss package meets the intent of the design.
- Methods / Materials / Detail Sheets – Methods and materials based on Fire Severity Zone (see handout).
- Title 24 State Energy Analysis.
- Electrical Sheet – Must show lighting compliance with Title 24 State Energy Regulations.
- Soils / Geotechnical Report.
- One (1) Additional Floor Plan For County Assessor – Min. 11"x17".
- Fire Sprinkler Plans / Fire Alarm Plans / Hood Suppression System (2 complete sets) – This is a separate deferred addendum permit that must be submitted for prior to issuance of new structure permit.

IV. Civil and Planning Drawings (2 sets required at submittal):

- Required Parking – Two (2) onsite parking spaces are required for an SFR. Parking spaces are 9' x 18' each, covered or uncovered, and must be located outside the setbacks. One (1) covered parking space is required for the first bedroom of a 2nd unit, and an additional uncovered or covered parking space is required for any additional bedrooms.
- Native Tree Protection Fencing – All native tree drip-lines (where the branches extend, not just the trunk) within 20-feet of proposed construction activity shall show tree protection fencing.
- Arborist Report – Construction activity within native tree drip-lines (where the branches extend, not just the trunk) 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 <http://www.isa-arbor.com/findanarborist/arboristsearch.aspx>.
- Grading & Drainage Plan – Grading over 50 cubic yards requires a grading plan showing the following on civil sheets:
 - Existing topography
 - Quantity of cut and fill expressed in cubic yards
 - The average existing slope in the area proposed for development (shown as a percentage)
 - Proposed finished grade
 - Finished Floor Elevation benchmark (location & elevation)
- Contact Planning Services (805) 461-5035. See slope and setback handout.
- Stormwater Run-Off Analysis or Hydrology Report – (as applicable)
- Sediment and Erosion Control Plan – Separate plan sheet required. May be included on grading & drainage plan for minor Projects.
- Septic System Design and Percolations Test – Required if City Sewer is not available.

PLEASE NOTE: A proposed stock plan submittal is a request for the City of Atascadero to process and approve R-3 (single family and/or duplex) structures for multiple sites, or sites not yet determined. Proposed stock plan submittals must contain assumed distances to property lines, an assumed foundation design, assumed site conditions (such as fire severity zones, proximity to slopes, etc.), Title 24 Analysis including all four orientations, truss calculations, and fire sprinkler plans with assumed values for water pressure, distance to structure, and meter size. Approval of a proposed stock plan will apply to the structure only and will affect the review of any other aspect of the project. Stock plans may include up to four minor elevation options. Reverse plans and changes to the exterior footprint of the building will be processed as separate stock plan submittals.



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Proposed stock plan submittals will be processed as a typical stand-alone submittal, with full plan-check fees applied. The first subsequent submittal of a City Approved Stock Plan (for a site-specific permit) will be assessed full plan-check and permit fees. The following subsequent submittals 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 indicated that the assumed values do not meet the minimum requirements of the proposed site conditions, 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.

Email: permitcenter@atascadero.org if you have questions.

REV JULY 2026