



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

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.

***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)

I. Application and Forms

- Email permitcenter@atascadero.org to schedule an intake meeting or submit digitally by requesting an upload link.
- Complete Building Permit 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 Form.
- 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 – Determined at the 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

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.
- 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 &



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

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 for the duration of construction.
- 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.

Email: permitcenter@atascadero.org if you have questions

REV JULY 2026