



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

RESIDENTIAL REMODEL 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)

I. Application and Forms:

- Email permitcenter@atascadero.org to schedule an intake meeting or request an upload link to submit digitally.
- Complete Building Permit Application – Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- Grant Deed/ Title Report – Required if applicant name is different than County Assessor's records or deferring impact fee payment until Final 2nd unit conversions.
- Construction Waste Management Plan.
- Encroachment Permit (Separate Application) – Required for all work within the City's Right-of-Way.

II. Fees:

Express:

Current Express Fee
Non-Structural
Valuation < \$16,000
Min. Plan Check

Minor:

Fee \$ Valuation**
Non-structural
Valuation > \$16,000

Major:

Fee \$ Valuation**
Structural changes

**** Building Permit Valuations – Definition:** Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment and other permanent systems, including materials and labor. (Fee schedules are often based on a variation of the work to be performed. This concept is based on the proposition that the valuation of a project is related to the amount of work to be expended in plan reviews, inspections and administering the permit, plus an excess to cover the department overhead.)

- Advance Plan Check Fee – Determined at the intake meeting. Additional fees applicable at permit issuance.
- Site Plan (3 sets; if applicable): see elements of a site plan handout.
- Septic Systems – If your residence is connected to a private sewage system (septic systems) AND if your remodel includes adding a bedroom, the existing septic tank, length and number of leach fields must be verified by a licensed professional septic tank contractor or engineer. If public sewer is available, a sewer connection may be required.

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

- Existing Floor Plan Layout and Proposed Floor Plan Layout.
- Title 24 State Energy Analysis – If applicable.

Additional Information / Required Prior to Issuance:

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

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

REV JULY 2026