



Planning & Community Development Department

300 Seminary Avenue

Ukiah, CA 95482

Email: planning@cityofukiah.com

Web: www.cityofukiah.com

Building Services

Phone: (707) 463-6203

Fax: (707)463-6204

Residential Building Permit Submittal Documents

Plan Specifications

1. All plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature, and extend of the work proposed and show in detail that it will conform to the provisions of the current codes and all relevant laws, ordinances, rules, and regulations.
2. 24" x 36" maximum sheet size. Minimum sheet size shall be determined by staff based on the level of the information required, scale, etc.
3. Each sheet shall be identified by a discrete number, drawing title and revision date.
4. Each sheet shall be wet signed by the person responsible for the plans.
5. All plans shall be consistent with any plans approved as part of a discretionary project (i.e. use permit, site development permit), as applicable.
6. All plans shall include the Planning Department Agreement letter, conditions of approval, and mitigation measures transferred to a full size sheet and bound into the project plans, as applicable.
7. 2 sets of all plans and reports must be wet stamped and wet signed by California licensed professionals as determined necessary by the Building Official, Plans Examiner, City Engineer and the Fire Chief.
8. If the project requires Mendocino County Environmental Health approval, the applicant will need to contact them, fill out their application, and submit the application and plans directly to Environmental Health.
9. All work within the City Right of Way will require an Encroachment Permit obtained through the City of Ukiah Public Works Department prior to start of work.

Additional Plan Review

Plans requiring more than one resubmittal for plan check will be charged \$52.17 per hour.

Submittal Documents

- One Building Permit Application form filled out completely and signed
- One Owner/Builder Disclosure form filled out completely (if applicable)

Construction Plans (3 Sets Required)

- **Cover Page** with scope of work, building area, project address and parcel number, property owner's name
- **Plot Plan** 8 ½" X 11" (if due to size constraints this is not a large enough format, then the plot plan may also be included on a page of the plans), including a north arrow, scale with scale bar, location of all property lines, proposed and existing structures, and distances from property lines to structures. If a vehicle turnaround is required by the Fire Marshal include this on the plan (drawn to scale).
- **Floor Plan** (interior and exterior) with openings shown (type, size, and swing direction) and uses of all rooms labeled
- **Foundation Plan**
- **Floor Framing Plan**
- **Wall Framing Plan**
- **Roof Framing Plan**
- **Electrical Plan** including proposed service entrance location, type (underground or overhead), size (amperage), and voltage.
- **Plumbing and Mechanical Plan**
- **Sprinkler Plans and Alarm Plan** (if required)
- **Four (4) Elevations (north, south, east, west)**
- **All specifications, details, and cross sections as needed**

- **California Energy Calculations transferred to full size sheets and bound into plans**
- **2 sets of the California Energy Calculations** (if required)
- **2 sets of the structural calculations** (if required)
- **2 sets of the soils investigative report** (if required)
- **2 sets of the drainage study** (if required)
- **2 copies of the City of Ukiah special inspection and testing agreement form** (if required)

Permit Review

The City of Ukiah is committed to providing a plan review within 10 working days working days of the submittal date. Subsequent plan reviewed will be completed within 5 working days of receiving revised or additional documents.

Expiration of Permit

Building permit applications and building permits authorizing work expire by limitation 180 days after the date of application, date of issuance, or date of the last inspection (as applicable to the specific application or permit). A one-time 6 month extension may be granted upon written request made to the Building Official. The written request for the extension is required to be made prior to expiration of the permit.

Programs: The following is a list of programs that may be available through the City of Ukiah or other agencies which may be applicable to your Project.

- Sidewalk reimbursement program (City of Ukiah)
- Energy Star Appliance Rebate (City of Ukiah)
- Residential Electric Heat Pump and Energy Efficient Air Conditioning Rebate (City of Ukiah)
- Residential Weatherization Rebate (City of Ukiah)
- Commercial Lighting Rebate (City of Ukiah)
- Residential Lighting Rebate (City of Ukiah)
- Solar Photovoltaic Rebate (City of Ukiah)
- Residential Gas Heating Equipment Rebate (PG&E)
- Cool Roof Rebate (PG&E)
- Insulation Rebate (PG&E)
- Gas Appliance Rebates (PG&E)
- Various Tax Credits based on the Energy Policy Act of 2005 (PG&E)
- Property Tax Exemptions for various Solar Systems (Tax Assessor)
- American Recovery and Reinvestment Act 2009 (www.recovery.gov)

City of Ukiah Contacts – Building Permits

David Willoughby, Building Official	(707) 467-5718	dwilloughby@cityofukiah.com
Katrina Ballard, Development Permit Coordinator	(707) 463-6203	kballard@cityofukiah.com
Ben Kageyama, Senior Civil Engineer	(707) 463-6284	bkageyama@cityofukiah.com
Jennifer Faso, Associate Planner	(707) 463-6206	jfaso@cityofukiah.com
Chuck Yates, Fire Marshal	(707) 463-6264	cyates@cityofukiah.com
Jimmy Lozano , Electric Engineer Technician II	(707) 467-2823	jlozano@cityofukiah.com

Other Contacts

Energy Efficiency Hotline (manages rebates for the City)	(888)883-9879 or (707)467-5700
Ukiah Unified School District	(707) 463-5200
PG&E Rebates	www.pge.com
Mendocino County Tax Assessor	(707)463-4311