



City of Ukiah

COMMUNITY DEVELOPMENT
DEPARTMENT

300 SEMINARY AVENUE
UKIAH, CA 95482

BUILDING DIVISION

Phone: (707) 467-5786

Schedule Inspections: (707) 463-6739

Email: buildingdivision@cityofukiah.com

Website: www.cityofukiah.com/building-services/

RESIDENTIAL BUILDING PERMIT SUBMITTAL DOCUMENTS

Plan Specifications

- ☐ All plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature, and extent 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.
- ☐ Maximum sheet size 24" x 36". Minimum sheet size shall be determined by staff based on the level of the information required, scale, etc.
- ☐ Each sheet shall be identified by a discrete number, drawing title and revision date.
- ☐ Each sheet shall be wet signed by the person responsible for the plans.
- ☐ All plans shall be consistent with any plans approved as part of a discretionary project (i.e. use permit, site development permit), as applicable.
- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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

1. One Building Permit Application form filled out completely and signed
2. 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
- ☐ **Site 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, see last page.
- ☐ **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 1 year 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 Chief 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.

Side Walk Reimbursement Program - City of Ukiah, Diann Lucchetti at (707) 467-5711

Energy Star Appliance Rebate - City of Ukiah, Diann Lucchetti at (707) 467-5711

Residential Electric Heat Pump & Energy Efficient Air Conditioning Rebate - City of Ukiah, Diann Lucchetti at (707) 467-5711

Residential Weatherization Rebate - City of Ukiah, - Diann Lucchetti at (707) 467-5711

Commercial Lighting Rebate - City of Ukiah, Diann Lucchetti at (707) 467-5711

Residential Lighting Rebate - City of Ukiah - Diann Lucchetti at (707) 467-5711

Residential Gas Heating Equipment Rebate - PG&E

Cool Roof Rebate - PG&E

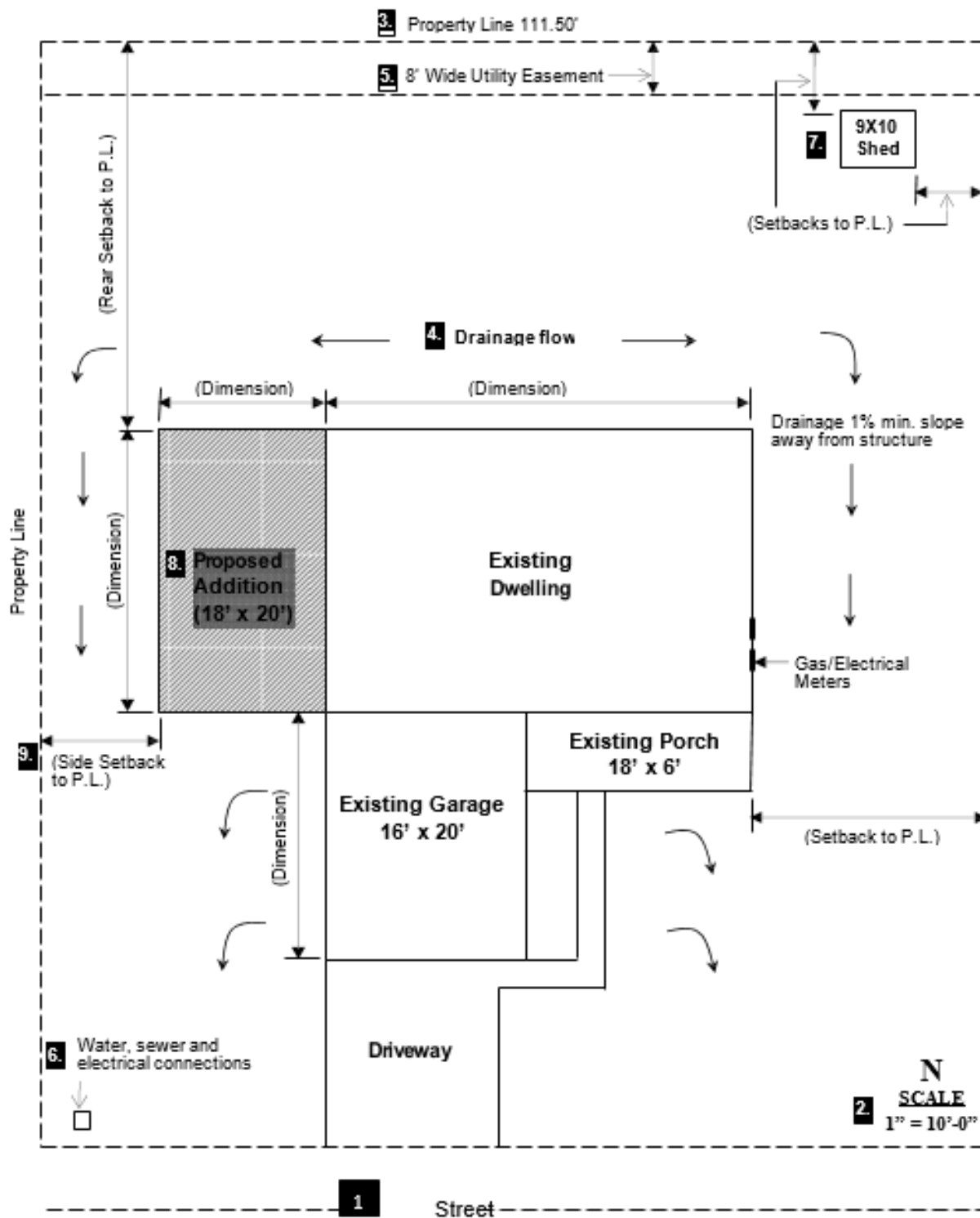
Insulation Rebate - PG&E

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 – County Tax Assessor

American Recovery and Reinvestment Act 2009 - www.recovery.gov



CHECKLIST

1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements and distances to other structures

SITE PLAN
(Sample Only)

Symbols

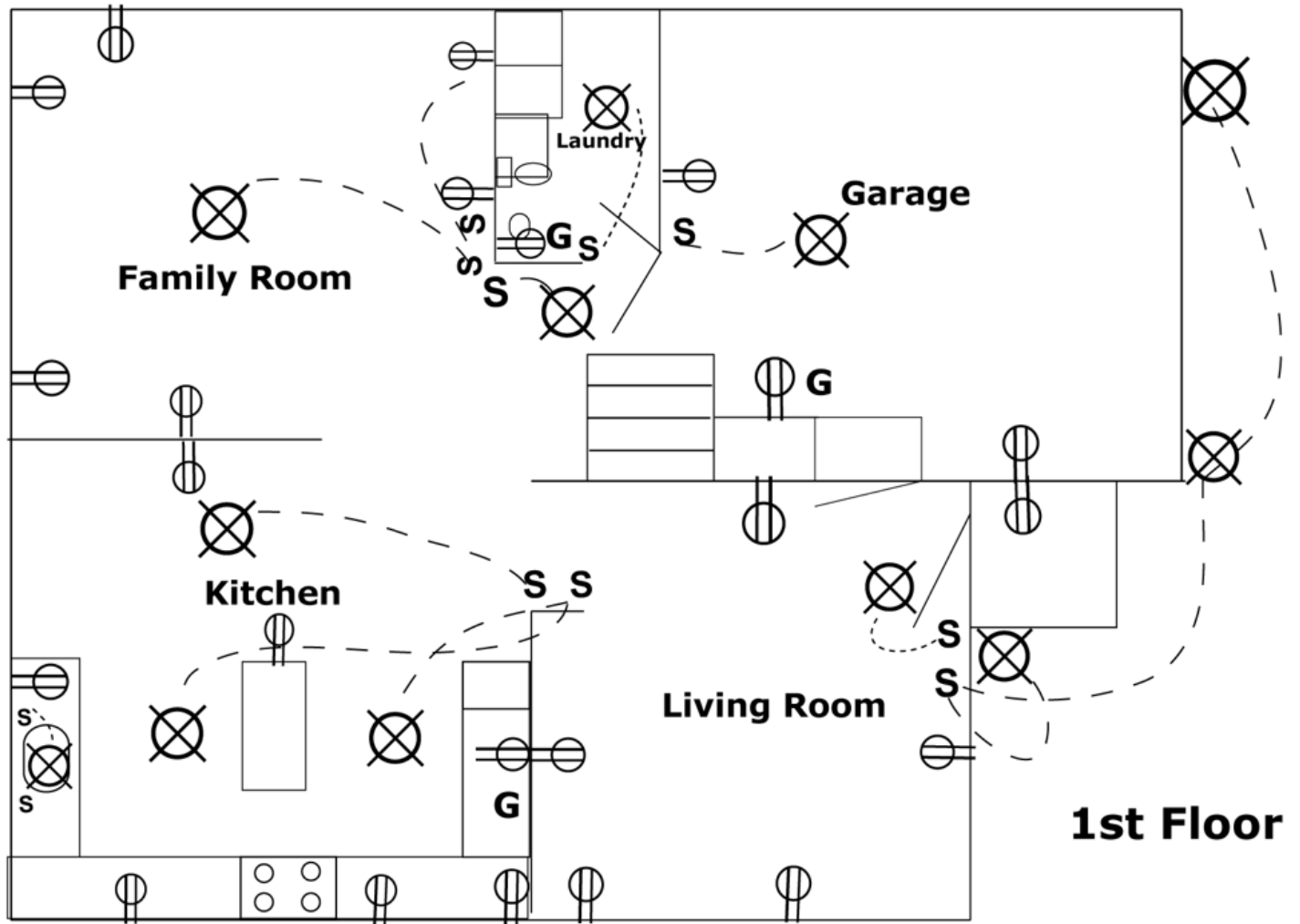
 Receptacle

 **G** GFI Receptacle

 Light Fixture

S Switch

 Switch Wiring



1st Floor

FLOOR PLAN
(Example Only)