



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/

CHECKLIST FOR ACCEPTING RESIDENTIAL PERMIT APPLICATIONS

Project Address _____

NEW RESIDENTIAL:

- ☐ Completed and signed permit application and Plan Check Fee paid (if applicable)
- ☐ Three complete sets of plans with wet signature by person responsible for the plans
- ☐ Plot plans on plan sheets (see second page)
- ☐ Two (2) sets of Energy Compliance Forms
- ☐ Two (2) sets calculations for structural compliance, if other than conventional construction
- ☐ Two (2) sets of soil reports if required (especially for new subdivision)
- ☐ Elevation Certificate if located in Flood Plain with appropriate section(s) completed

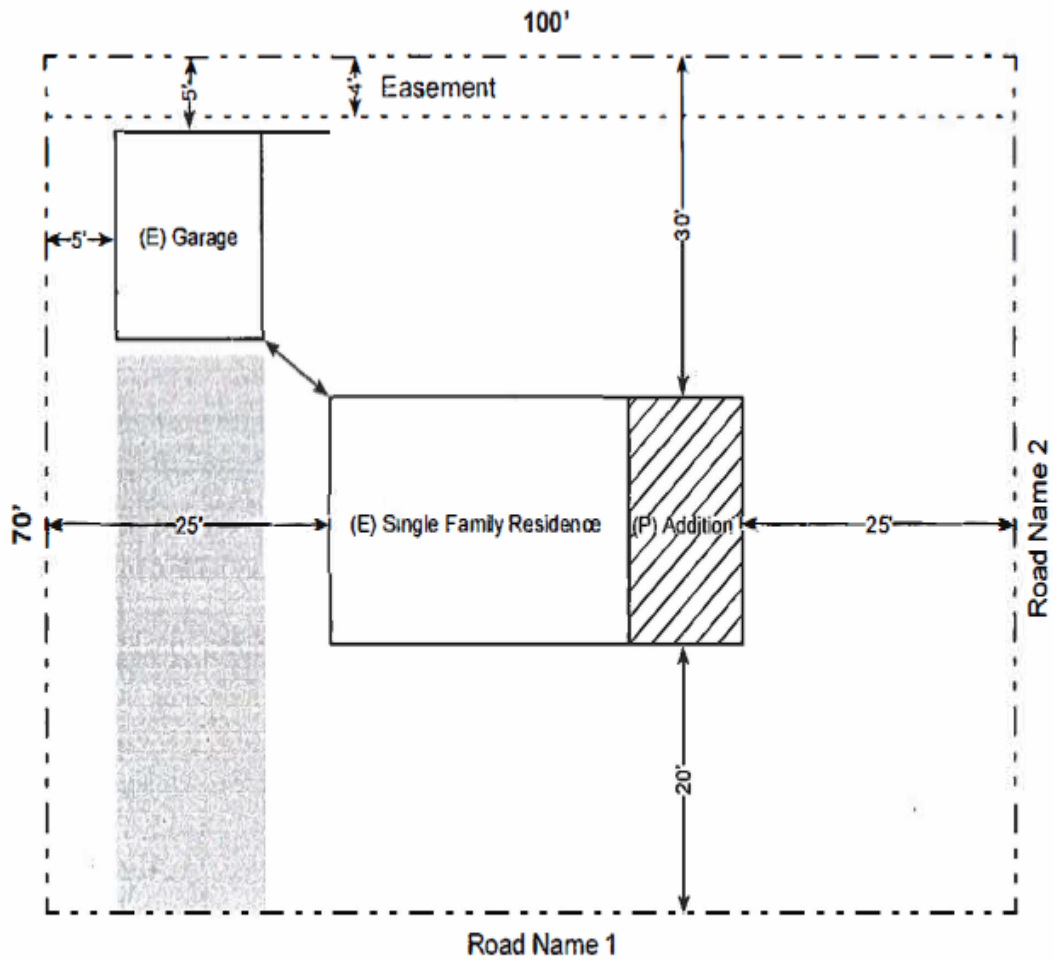
REMODELS and ADDITIONS:

- ☐ Completed and signed permit application
- ☐ Plot plans on plan sheets (see second page)
- ☐ **ADDITIONS ONLY** – Compliance with Cal Green requirements at Mandatory Levels.
- ☐ If project is a minor remodel, three (3) sets of plans showing existing conditions and proposed work are required.
- ☐ If the project is more complex, please contact the Building Division to determine the correct amount of plans to submit. (See Residential Building Permit Submittal Documents for requirements)
- ☐ Engineering if second story addition, heavy or unusually loaded beams, lateral bracing
- ☐ Two (2) sets Energy Compliance Forms
- ☐ Plan Check Fee Paid (if applicable)

PATIO COVER, SUNSHADE, TRELLIS, ETC.:

- ☐ Completed and signed permit application
- ☐ Plot plans on plan sheets showing proposed location
- ☐ Three (3) sets of construction details (see Trellis/Patio cover handout for plan information)

SAMPLE PLOT PLAN



Applicant's Name
123 Road, Ukiah
APN: 000-000-00-00

