



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

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Construction Plan Checklist

You will be asked to pay a deposit toward your plan check fee when you submit your construction plans. Please use the following checklist as a guide; sign and submit this form with your plans.

- Residential – (2) TWO sets of construction plans
 - Commercial – (4) FOUR sets of construction plans* stamped by a licensed engineer or architect
- *All commercial plans must include a title page indicating project description, occupancy load, type of construction, and sheet index.**

Included in your construction plans:

- Foundation detail
 - Foundation plan
 - Floor plan
 - Framing plan
 - Owner's name and assessor's parcel number on each sheet of plans
 - Documentation showing compliance to the current California energy requirements (Title 24, part 6) including PV system, if required for your project
 - All engineering must be incorporated into the building plans**
- Elevations
 - Location of plumbing fixtures
 - Location of heating system
 - Electrical layout

Additional information accompanying your plans:

REQUIRED FOR ALL PROJECTS

- 2 (two)** copies of your site plan drawn to standards of the site plan checklist (if adding SF or change of use)
- Copy of the current deed (if a site plan is required)
- Construction Waste Management Plan
- Model Water Efficient Landscape Ordinance (MWELO) documentation
- One additional scale copy of the floor plan for the assessor's office (required by State Bill 493, the Boatwright Bill)

IF APPLICABLE TO YOUR PROJECT

- A soils report that complies with current CBC
- Archeological Resource Protection Statement (if any ground disturbance will occur)
- Sprinkler system layout, calculations, and hydrant test
- Truss design if a manufactured truss system is being used (wet signatures required)
- Show compliance with Low Impact Development Stormwater Manual v3.0, (MS4 areas only)
- Flood Elevation Certificate (FEC) for development in a flood zone

Reminder:

- If the plans are prepared by a licensed engineer or architect, have the plans been signed? Copies of signatures are not acceptable
- Details of engineering shall be shown on plans
- Each sheet of the plans must be numbered

I understand that once my plans have been reviewed, the plan check fee is non-refundable even if I cancel my project or it is denied during the Planning permit process.

Signature

Date