



Construction Document Checklist

Humboldt County Building Division

Please see our Construction Documents page (<https://humboldt.gov/3385>) to get access to required forms, learn why they are required, and who can complete them. Below is a list of construction documents that are typically required to start a record. When you have compiled all your documents follow the instructions on our Apply for a Building Permit Page (<https://humboldt.gov/3456>). When uploading files to your Accela account please use this file naming convention: [document name] + mm.dd.yy (ex. "Construction Plans 1.19.24"). **The documents that are already selected are required for all projects.**

Design Documents

- | | |
|---|---|
| <input checked="" type="checkbox"/> Site Plan (if adding SF or change of use) | <input type="checkbox"/> Grading Plan |
| <input checked="" type="checkbox"/> Grant Deed (if a site plan is required) | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Construction Plans (see below plan views) | <input type="checkbox"/> Truss Calculations |
| <input type="checkbox"/> Energy Calculations | <input type="checkbox"/> Flood Elevation Certificate (FEC) |
| <input type="checkbox"/> PV (Solar) Plans | <input type="checkbox"/> Engineers Structural Certification |
| <input type="checkbox"/> Fire Sprinkler Plans (w/ calcs & hydrant test) | <input type="checkbox"/> Septic Design |
| <input type="checkbox"/> Structural Calculations | |

Forms

- | | |
|---|---|
| <input checked="" type="checkbox"/> Building Application | <input type="checkbox"/> SRA Fire Safe Exemption |
| <input checked="" type="checkbox"/> Construction Waste Management Plan | <input type="checkbox"/> As-Built Forms |
| <input checked="" type="checkbox"/> Model Water Efficiency Landscape Form | <input type="checkbox"/> Archeological Resource Protection Statement (if any ground disturbance will occur) |
| <input type="checkbox"/> Sediment & Erosion Control BMP's | <input type="checkbox"/> Residential Accessory Greenhouse Exemption |
| <input type="checkbox"/> Survey Form | <input type="checkbox"/> Substantial Improvements in the Flood Zone |
| <input type="checkbox"/> Municipal Separate Storm Sewer Systems Form (MS4 areas only) | <input type="checkbox"/> Load Calculations |

Construction Plans

- | | |
|---|--|
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Roof Framing Plan |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Electrical Plan |
| <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Plumbing Plan |
| <input type="checkbox"/> Floor Framing Plan | <input type="checkbox"/> Mechanical Plan |
| <input type="checkbox"/> Braced Wall Plan | <input type="checkbox"/> Typical Framing Details |

Other Notes

- Please include the following **identifying information** on each page; Owner's name, assessor parcel number (APN), page number, and the signature of the designer.
- All **commercial plans** must be stamped by a licensed engineer or architect and include a title page indicating project description, occupancy load, type of construction, and sheet index.
- All **engineering** must be incorporated into the plans. Plans prepared by a design professional must be stamped and signed.
- **Additional forms** can be found at <https://humboldt.gov/3360/Building-Division-Forms-Handouts>.
- Once your plans have been reviewed, the plan check fee is **non-refundable** even if you cancel your project or it is denied during the planning permit process.
- Please provide **four (4) clear photos** in the north, south, east, and west orientation showing the project site.

Disclaimer: Additional plan views, details, and/or notes may be requested.