



SIERRA COUNTY
DEPARTMENT OF PLANNING AND BUILDING
P.O BOX 530
Downieville, California 95936
(530) 289-3251 FAX (530) 289-2828
building@sierracounty.ca.gov

FORM NUMBER

BD-08

**BUILDING PERMIT SUBMITTAL REQUIREMENTS FOR
NEW RESIDENTIAL STRUCTURES AND ADDITIONS**

THIS CHECKLIST IS PROVIDED TO ASSIST BOTH YOU AND STAFF TO HELP IN THE REVIEW AND PROCESSING OF YOUR PERMIT. PLEASE READ CAREFULLY! *Construction Plans and supporting documentation shall be of sufficient detail and 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 California Building Standards Codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official (CRC R106.1.1, CBC 107.2.1).*

REF: 2025 CALIFORNIA BUILDING STANDARDS CODES & SIERRA COUNTY CODE-TITLE 12

The recommended plan sheet size is 24" x 36". Plans must be legible and drawn to scale. Plans should be prepared with lettering of sufficient size and contrast to be readable when scanned at 200 dpi. Photocopies, prints, or electronic copies may be submitted if they are clearly marked "Preliminary" or "For Plan Check Only" but only hard (paper) copies of final construction plans bearing the architect or engineer's "wet stamp" (and bearing the County's Final Approval stamp/s) shall be acceptable for permitting and construction purposes. Original tracings (pencil) and modifications or amendments to other plans are not acceptable for plan submittals. Amendments and re-submittals (if necessary) shall be made only with complete sets (no substituting individual sheets), unless approved in advance by the Building Official. The following items are required for a complete application submittal. **Incomplete submittals will delay the plan check process.**

- COMPLETED AND SIGNED APPLICATION FORM** Clearly describe complete scope of work, valuation, and specify Permit Holder. (BD-01)
- ENCROACHMENT PERMIT APPLICATION** If encroaching onto County Right-of-Way. Alternatively, approved CALTRANS Encroachment Permit, USFS Special Use Permit, or copy of Private Easement Deed demonstrating legal access to/from a public right-of way. Contact Public Works for more information (530) 289-3201.
- SEWAGE DISPOSAL APPLICATION** Both new and existing systems require review and approval by the Environmental Health Department. Contact Environmental Health for more information (530) 993-6716. (See forms BD-11, BD-20)
- WELL APPLICATION** (If Applicable) Contact Environmental Health Department at the number above. (See forms BD-12, BD-19)
- WATER DISTRICT WILL-SERVE** (If Applicable) Signed Water System Setback Certification form, and Will-Serve Letter from servicing Water District or State Small Water System Provider.
- APPROVAL LETTERS** (If Applicable) Signed/approved letters or stamps on the face of the plans from other agencies whose approval or entitlements are required based on location, design or other features of the proposed project. Examples: Homeowners Associations, Department of Fish & Wildlife Streambed Alteration Agreement, NPDES Storm water pollution Prevention Plan WDID # letter, Planning Department Variance/SUP approval, CAL Fire PRC 4290 "same practical effect" approvals, etc.



TWO COMPLETE & IDENTICAL SETS OF CONSTRUCTION PLANS “Wet-Stamped” by CA-licensed engineer or architect, that include the following:

- COVER SHEET** (CBC 1603.1, CRC R106.1.1 & R301) Clearly describing the scope of proposed work; project location (address & APN); owner and plan preparer contact information; date and revision #. The cover sheet shall also indicate the following structural design information: Floor and Roof live loads; flat roof (**not ground**) snow load; basic wind speed and wind exposure; seismic design category and site class; flood design data if applicable; total square footage and summary of the square footage for each occupancy type; list the applicable codes in effect at the time of your application (including both State regulations and Sierra County Code ordinances).
- SITE/PLOT PLAN** Two (2) Identical copies. See “Plot Plan Requirements” Form BD-05 for detailed requirements.
- GRADING & DRAINAGE PLANS** (SCC 12.08) Site grading and driveway plans, if exempt from a separate grading permit under SCC 12.08.070. Details may be included on site plan for minor projects. Include: total disturbed area (sq. ft.); quantity of cuts & fills (cu. yds.); slope angles (% or H: V); drainage plan; temp. and permanent erosion control devices; proposed storm water discharge plan. Unless shown on site plans, also show all required CalFire “4290” fire safe improvements, utility lines, and development features (septic, will LPG tank, etc).
- ELEVATIONS** of all four sides of the structure showing doors, windows, chimneys, roof pitch, type of exterior, grade and slope, roofing type and classifications.
- FLOOR PLAN** Fully dimensioned with square footage summary, location of braced/shear walls and lengths, hold downs & shear wall schedules, all rooms labeled, fire separation between garage & house, fireplace type, ceiling height, window type and size, door sizes, location of W/H & Furnace, posts and beam sizes & locations, insulation R-Values specified. Provide extra copy of floor plan (no larger than 11” x 17” or PDF) for Assessor’s Office.
- FOUNDATION PLAN** Fully dimensioned, including location of brace/shear walls with lengths, hold-downs with shear wall and hold-down schedules. 3X sill plates, if required. Under floor ventilation & access. Pier locations & schedules. Footing locations & sizes. Reinforcement.
- FLOODPROOFING** (If Applicable) Phase I Elevation Certificate showing Base Flood Elevation, wet signed. Phase I Flood proofing Professional Certification, wet signed. “Lowest floor” design elevations, anchoring, venting, flood proof materials.
- FLOOR FRAMING PLAN** (Not applicable for slab construction) Including floor joist size, spacing, type, species and grade, beam & post sizes, post bases & caps, and beam hangers. Straps and drags.
- STRUCTURAL DETAILS** Slab and/or raised floor details, shear transfer, deck ledger & flashing, guardrails
- CEILING JOIST PLAN** (If Applicable) with size, species and spacing required. Hangers and/or positive means of connection.
- ROOF FRAMING PLAN** (Two Copies of the Manufactures Specifications if a roof truss system is to be used. Must be reviewed, approved and signed by the Project Engineer if applicable). Truss attachment & hangers if applicable.
- FIRE SPRINKLERS** (CRC 313.2.21 or NFPA 13D) Required in new homes. Provide fire sprinkler plans and hydro calculations. Sierra County does not allow a deferral of sprinkler plans prior to permit issuance. If done by others, provide letter of compliance and conformance with plans from Engineer of Record.

- CAL GREEN** Mandatory measures shall be on the plans; storm water drainage and retention during construction, grading and paving. Water conserving plumbing fixtures and fittings, outdoor water use, rodent proofing, construction waste reduction, disposal and recycling, building maintenance and operation, fireplaces, pollutant control, interior moisture control, indoor air quality and exhaust, and Environmental comfort.
- WILDLAND URBAN INTERFACE** (CBC Chapter 7A & CRC R327) Applies **for all new buildings including one and two family dwellings**. All materials must be listed approved by OSFM BML label and noted on the cover sheet of the plans for the following: roof coverings, attic vents, gutters, exterior siding, exterior wall vents, exterior doors, windows, decking surfaces, and floor projections.
- ELECTRICAL PLAN New for 2020: Rooftop Solar PV design**, or written explanation of exemption eligibility (ref. Cal Energy Code Section 150.1(c)14). Smoke detectors, carbon monoxide detectors, lights and efficiency, switches, dimmer switches, occupancy sensors, photo sensor, timer switches, receptacle outlets, tamper-resistant receptacles, arc-fault circuits, GFCI receptacle outlets at garage, kitchen, bathrooms, outdoors, etc. If done by others, provide letter of compliance and conformance with plans from Engineer of Record.
- TRUSS CALCULATIONS** Two copies wet signed, letter of compliance from Engineer of Record.
- STRUCTURAL ENGINEERING CALCULATIONS** Two Copies Wet Stamped and Signed. All details described in the structural calculations must be shown on the plans.
- ENERGY COMPLIANCE** Calculations (provide two copies signed) and Documentation (CF-1R and MF-1R forms) shall be on the plans or incorporated into the plans. If done by others, provide letter of compliance and conformance with plans from Engineer of Record.
- SOLAR PV SYSTEM** See Form BD-14 for Roof-mount Solar system requirements. (If applicable).

SIERRA COUNTY CLIMATIC AND GEOGRAPHICAL DESIGN CRITERIA (CRC Table R301.2(1), SC Ord. 1037)

NOTE: Sierra County is a declared snow area. Snow loads vary throughout the county, but the minimum “ground” snow load in the county exceeds 70 psf. Therefore, conventional (non-engineered) light-frame construction is not permitted in Sierra County (CRC R301.2.3, CBC 2308.02.(3.3), SCC 12.04.100). **ENGINEERING IS REQUIRED FOR ALL NON-EXEMPT STRUCTURES.**

See Form **BD-06** for information on determining design snow loads.

To Determine local snow, wind, seismic and other load factors for your project site, use the ASCE online Hazard Tool: <https://ascehazardtool.org>