County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING
STEVEN E. WHITE, DIRECTOR

CONSTRUCTION PLAN SUBMITTAL INSTRUCTIONS

A. **BUILDING PLAN REQUIREMENTS:** (Please check each item that has been submitted for your project.)

- ☐ Site Plan
- ☐ Floor Plan
- ☐ Exterior Elevations
- ☐ Foundation Plan
- ☐ Floor Framing Plan
- ☐ Shear/Braced Wall Plan (Signed by Engineer)
- ☐ Roof Framing Plan
- ☐ Sections & Details
- ☐ Electrical Plan
- ☐ Energy Documentation
- ☐ Plumbing Plan (req'd for residences with more than 3 bathrooms)
- ☐ Mechanical Plan (not req'd for single-story residence with ducts run in attic space)
- ☐ Equipment Information
- ☐ Signed Engineering Calcs & Plans
- ☐ Signed Truss Calculations (if applicable)
- ☐ Wet Stamp & Signature of Registered Design Professional (Architect/ Engineer)
- ☐ Signature of Plan Coordinator on Each Sheet of Plans
- ☐ Lot specific standard plans require site, floor, landscape plan (per MWELO as of 12/01/15), and exterior elevations (standard plan must be approved in advance of submittal)
- ☐ Estimated cost of construction (remodel/ alterations only): _____

B. **ADMINISTRATIVE & LAND USE:**

Provide as much information as possible for the following:

1. Project Description _____,
2. Project Address _____ or
3. Legal Description _____ or
4. Assessor's Parcel Number (APN) _____-_____-_____
5. Application numbers of any land use permits that have been submitted for this project: _____.
6. The building permits will be issued to which of the following;
   - (☐) A Licensed Contractor, or agent of the contractor, or
   - (☐) The Owner, who will come into the office to sign the permit application, or
   - (☐) An agent for the owner.
7. A Certificate of Workers Compensation Insurance. (This form is only required if the permittee will hire employees to work on this project).

C. **DECLARATION:**

I _____ (*signature*) declare that I am the property owner or their authorized representative and acknowledge that the plan check service I am requesting is subject to a fee. I accept full responsibility for payment of any balance for said fee (after any plan check deposit has been paid for submittal) at the time the plans are picked-up for correction, or within 30 days of the date I am notified that the review is complete (*whichever occurs first*).

Applicant (print or type)	*Mailing Address*	*(City, State, Zip)*	*(Telephone Number)*
Applicant E-Mail Address			
Owner (print or type)	*Mailing Address*	*(City, State, Zip)*	*(Telephone Number)*
Owner E-Mail Address			

FOR OFFICE USE ONLY

Accepted by:	*Date*	*Plan Check No.*	*Due Date*

Your project will likely require review and clearance from your fire protection district* prior to permit issuance. Please coordinate with your fire protection district for plan review and permitting.

***If your project is located within the boundaries of the Fresno County Fire Protection District (FCFPD), you may be subject to an annual Community Facilities District (CFD) fee for fire protection services. It is recommended that you inquire with FCFPD regarding this CFD fee.**

DEVELOPMENT SERVICES AND CAPITAL PROJECTS DIVISION
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