BUILDING PERMIT APPLICATION INSTRUCTIONS

Permits to construct new structures, alterations, involving removing and constructing partition walls, and additions require a complete plan submittal and completed Plan Submittal Form.

Plans can be submitted online at the County of Fresno Citizens Portal at

https://fresnocountyca.gov/portal

If you do not have a digital copy of plans, contact our office for more information on scanning a copy for you at an additional cost.

Plans must comply with the current adopted codes and include:

- Cover sheet indicating project information; property address and APN, owner and designer information, drawing sheet index, applicable code references, building area square footage (conditioned/unconditioned), design parameters (seismic zone, design wind speed, ground snow load, etc.), and relevant construction notes.
- Dimensioned Site Plan; indicating all structures, property setbacks, driveway, septic system or community sewer, well(s), and site drainage patterns.
- Dimensioned and noted floor plan indicating all areas, fixtures, and equipment.
- Dimensioned and noted electrical plan.
- Dimensioned and noted elevations.
- Structural plan and referenced details clearly identifying all means of construction for foundation, walls and roof.
- Engineers design calculations for the basis of the proposed design (when applicable).
- Energy compliance forms.

Plan Submittal:

- Complete the attached fillable PDF Plan Submittal Form to the extent possible, staff will assist in the final document.

The information provided above is a summary of the initial steps required. For additional information please call **559-600-4570** or email PlanCheckBuildingCode2@fresnocountyca.gov

DEVELOPMENT SERVICES AND CAPITAL PROJECTS DIVISION
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