

CITY OF LIVE OAK
BUILDING DIVISION
Phone (530) 695-2112
Fax (530) 695-2595

SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT:
COMMERCIAL OR RESIDENTIAL
NEW BUILDINGS, REMODELS AND ADDITIONS

This is a list of the minimum requirements for a commercial or residential project. In unique situations, additional materials may be necessary.

1. PERMIT APPLICATION

An application for a building permit can be picked up at the City Permit counter or can be mailed to the applicant on request

2. PLANS

Three sets of documents are required for all new residential and commercial buildings.

Please note the following:

- A. Document cover sheet shall include the project address, Assessor's parcel number, name of owner, date of the plans, the designer's name and address, sq. ft. of existing and or new, applicable codes, occupancy classification and construction type.
- B. Architectural, structural and/or civil plans and documents **shall be stamped and wet signed** by the appropriate architect/engineer.
- C. The minimum paper size shall be 8 ½ x 11 **NOTE: Rough sketches will not be accepted.**

3. PLOT PLAN

- A. The minimum acceptable scale is 1/8" = 1'
- B. Show site elevations
- C. Show **North** arrow.
- D. Title block.
- E. Show existing and proposed contours (site elevation) at 4' intervals.
- F. Show property lines and lot dimensions. NOTE: Back of sidewalk **may not be** the property line.
- G. Show adjacent property uses at rear and side of property.
- H. Show all existing and proposed structures and the distances between each, including accessory buildings, decks, pools, pool equipment, spas, sheds and detached garages. Clearly distinguish between what exists and what will remain, what exists and what will be removed and what is proposed as new.
- I. Show existing and proposed front, side and rear setbacks for all floors to the property line to the closest portion of the building.
- J. Show all IOD (irrevocable offer to dedication), easements including public utilities, drainage flow lines and location of swales.
- K. Show driveways and adjacent streets. Indicate if street is public or private. If a lot may only be accessed from the street by crossing one or more other lots, this should be clear on the plans.
- L. Show existing or proposed path of all utilities: electrical, gas, sewer or septic tank location, storm drains, rainwater leaders, water or well location.
- M. Show areas that are surfaced for parking.

4. FLOOR PLANS

- A. The minimum acceptable scale is 1/4"=1'.
- B. Include plans for all existing and proposed structures. Clearly distinguish between existing and new construction.
- C. Show dimensions for all rooms, size / height and indicate their use.
- D. Show dimensions for all doors and windows and type of door or window; i.e., casement, slider, awning, fixed, sliding glass door, etc.
- E. Locate all electrical plugs, lights, switches, all plumbing fixtures and heating appliances and registers. A separate electrical plan may be required for clarification.

5. EXTERIOR ELEVATION DRAWINGS

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show the appearance of all exterior walls, roofs, doors, and windows and indicate the materials to be used.
- C. Clearly distinguish between existing and new construction.
- D. Show heights of walls and overall heights of building.
- E. Indicate the roof pitch.
- F. For second-story additions, show elevation drawing of facing wall, including openings of adjacent buildings.

6. FOUNDATION AND FLOOR FRAMING PLANS

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show the foundation layout, location, piers, grade beams, tie-in with existing if proposed, hold-downs and strapping.
- C. Show the floor construction including floor framing, size, and spacing, reinforcing steel, plywood size and floor covering.
- D. Include calculations and specifications for any manufactured floor truss system.
- E. Show separate floor framing for all stories.
- F. Include calculations for engineered beams.
- G. Show how loads will be transferred to the foundation system.

7. ROOF FRAMING PLANS

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show ridges, hips, valleys, joists, skylights and the size and spacing of the structural members.
- C. Show the roof pitch. Roof pitch less than 3 in 12 requires a membrane roof system.
- D. Include the listing number (i.e. ICBO number) for any skylight.
- E. Include two sets of wet signed calculations for any manufactured truss system.

8. CROSS-SECTION DRAWINGS

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show framing cross-sections, which are applicable for all altered areas. Show at least two (2) complete detailed cross-sections clearly showing how the building will be constructed.
- C. Show the foundation system, the wall system and the roof system.
- D. Show the construction of the structural members and their connections.

9. TITLE 24 ENERGY DOCUMENTATION

- A. Submit energy calculations for all new construction and additions.
- B. Residential alterations and remodels 100 – 999 sf shall meet the minimum design standard:
 - Insulation: R-19 for ceilings, and floor, R-13 for walls
 - Windows: Double glazed
- C. Incorporate compliance forms CF-1R and MF-1R into plan pages.
- D. Owner and designer to wet sign compliance form.

10. SMOKE DETECTOR REQUIREMENTS

On all plans for additions, interior alterations or interior repairs over \$1,000, the following note will be required:
NOTE: Smoke detectors in each bedroom, in each hall adjacent to a bedroom, and on each floor.

11. STRUCTURAL PLANS AND CALCULATIONS

- A. Continuous foundations are **required** for 2- and 3-story buildings and decks.
- B. Calculations are necessary for all two-story structures, basements, retaining walls over three (3) feet and any nonstandard construction.
- C. Piers supporting 2- or 3-floor loads shall be on continuous foundations or grade beams.

12. CONDITIONS OF APPROVAL

Where applicable, include PLANNING COMMISSION NOTICE OF ACTION letter for all conditions imposed in the approval of a variance, a use permit, a subdivision, or design review.

13. ENCROACHMENT PERMIT

Required for all work performed in the right-of-way.

14. SOILS REPORT

- A. A soils report may be required at the discretion of the Building Official.
- B. A Complete Flood Elevation Certificate is required for all new and remodels and additions if it is determined that the project is in the flood plain per the FEMA map.

15. SCHOOL IMPACT AND SUTTER COUNTY IMPACT FEES

- A. Impact fees are required to be paid PRIOR to a building permit being issued. After the initial plan review, we will provide the applicant with a compliance letter to take to the school district to pay these fees, if they are due.
- B. School impact fees are paid at the Live Oak Unified School Administrative Office, 2201 Pennington Rd.
- C. Sutter County Impact Fees are paid at the Sutter County Community Services Dept., 1130 Civic Center Blvd, Suite E, Yuba City.

16. BUILDING INSPECTION REQUESTS

When requesting a building inspection you will be required to call (530) 695-2112, fax your written request to (530) 695-2595, or fill out an appropriate request form at the counter. Inspection requests must be made at least 24 hours in advance of the desired inspection date.

Who May Prepare Plans?

State law regulating the architectural and engineering professions describes who may prepare plans for buildings.

Any Person – Any person may prepare plans for new buildings or additions to buildings, as follows:

- 1. Single family dwellings of wood frame construction not more than two stories and a basement in height.
- 2. Multifamily dwellings of wood frame construction not more than two stories and a basement in height, except that there may be no more than four dwelling units on any one lot.
- 3. Garages and other appurtenant structures of wood frame construction not more than two stories and a basement in height.
- 4. Agricultural and ranch buildings of wood frame construction.

However, any of the above buildings, which are not of conventional wood frame construction or have unusual design features, or where there is insufficient lateral bracing shall be designed by a registered civil engineer or certified architect when required by the Building Official.

Registered Civil Engineers or Certified Architect

Registered civil engineers or certified architects shall prepare plans for retaining walls over 3 feet in height, plans for all types of buildings, other than those listed above or as required by the Building Official.

Signature on Plans

State law requires that the person who prepared them sign all plans. The City Building Division also requires an address and telephone number of the person who prepared the plans. Please inquire at the City Building Division if there are any further questions concerning submittal requirements for a specific project.