

GLENN COUNTY

Planning & Community Development Services Agency

225 N Tehama St
Willows, CA 95988
530.934.6546

www.countyofglenn.net



Building Permit Application Completeness Checklist: NEW HOUSE

- Completed Building Permit Application
- Plot Plan (example attached)
- Soils Investigation
- Detailed Construction Plans
 - Foundation plan
 - Floor plan(s) including Electrical, Plumbing, Mechanical
 - Cross section drawings, construction/ framing details
 - Roof framing plan
 - Floor framing plan
 - Exterior Elevations
 - CA Green Building Code Requirements
- Fire Sprinkler Plans, Equipment Specs, Hydraulic Calcs
- Energy Compliance Documentation (Title 24)
- Flood elevation Certificate
 - Required if property is located in FEMA designated flood zone
 - <https://msc.fema.gov/portal/home#wcm-survey-target-id>
- Engineered structural plans and calculations
 - Required for designs that do not follow the prescriptive conventional light- frame construction provisions provided in 2019 CA Residential Code (or 2019 CA Building Code Section 2308)
 - Seismic Design Category D, Wind Exposure C - 95 MPH
- Truss layout drawings and calculation package (if trusses are proposed)
 - N/A for field-cut rafters
- Subject to School District Developer Fees
- Subject to County of Glenn Development Impact fees (law enforcement facilities & equipment, correctional facilities, District Attorney, Probation)
- Subject to Other Agency & Department Approvals:
 - Public Works Agency (encroachment permit)
 - Planning department
 - Environmental Health Department (well & septic permits), OR:
 - Hamilton City Community Services District
 - Northeast Willows Community Services District
- Other Documentation as required by the Building Official: