

**City Staff Use Only**  
**Application Complete** \_\_\_\_ Yes \_\_\_\_ No  
 Check one  
 City Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF WINTERS BUILDING DIVISION  
 SUBMITTAL CHECKLIST**

Name of Project \_\_\_\_\_ Permit #: \_\_\_\_\_

Address/Location \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact the City Planner at (530) 795-6714 and obtain approval prior to completing the items on this submittal checklist.

Number of Copies	<b>NON-RESIDENTIAL (Foundation Only)</b>	# Plans Received	Date Received	Received By
4  2 of these sets must be stamped & signed by a licensed engineer	<b>Plans must include the following:</b> <input type="checkbox"/> Site drawings, including property lines and easements; <input type="checkbox"/> Civil drawings, including landscape berming; <input type="checkbox"/> Structural drawings, including foundation plans; <input type="checkbox"/> Roof design drawings; <input type="checkbox"/> Underslab plumbing and electrical drawings			
2	<b>STRUCTURAL CALCULATIONS</b> - Stamped & signed by a licensed engineer.			
2	<b>SOILS REPORT</b> - Stamped & signed by a licensed soils engineer.			
1	<b>COMPLETE SET OF 11x17 PLANS</b>			
1	<b>LETTER FROM SOILS ENGINEER</b> - Stating that he has been retained for observation of engineered fill.			
1	<b>BUILDING PERMIT APPLICATION FORM</b> (include contract amounts)			