

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) 794-6714 and obtain approval prior to completing the items on this submittal checklist.

Number of Copies	SINGLE FAMILY (in a Typical Subdivision) PLOT PLANS	# Plans Received	Date Received	Received By
3	PLOT PLANS: <input type="checkbox"/> Show subdivision name; <input type="checkbox"/> Model number and elevation; <input type="checkbox"/> Lot number, address; <input type="checkbox"/> Property dimensions including distance from property line to sidewalk; <input type="checkbox"/> North arrow; <input type="checkbox"/> Scale – min. 1" = 20'; <input type="checkbox"/> Setback dimensions; <input type="checkbox"/> Building footprint and dimensions from footprint to property line; <input type="checkbox"/> Second story portion of house; <input type="checkbox"/> Percentage of lot coverage by structures; <input type="checkbox"/> Show graded pad elevation and finished floor elevations; <input type="checkbox"/> Lot drainage swales, high point, low point at area drains, side yard spot elevations; <input type="checkbox"/> Top of curb elevation at side yard property lines extended to the curb, and for curb returns on corner lots; <input type="checkbox"/> Utilities – water and sewer line locations; <input type="checkbox"/> Station of centerline of driveway from approved subdivision improvement plans and private driveway width; <input type="checkbox"/> Driveway slope of onsite driveway; <input type="checkbox"/> Easements; <input type="checkbox"/> Existing trees, fences and walls; <input type="checkbox"/> Sidewalk locations; <input type="checkbox"/> Dimension of right of way to face of curb; <input type="checkbox"/> Retaining wall top and toe elevations shown in plan view not table			
1	RECORDED TRACK MAP REQUIRED FOR INITIAL SUBMITTAL OF ANY LOT THAT IS NOT A MODEL			
1	SCHOOL AND COUNTY FORMS (Fee must be paid prior to permit issuance)			
1	PLAN CHECK FEE (as per fee schedule)			
1	CONTRACTOR'S INFORMATION OR OWNER BUILDER FORM			
1	BUILDING PERMIT APPLICATION FORM (include contract amounts)			