



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



County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING
STEVEN E. WHITE, DIRECTOR

CONSTRUCTION PLAN SUBMITTAL INSTRUCTIONS

A. **BUILDING PLAN REQUIREMENTS:** (Please check each item that has been submitted for your project.)

- | | | |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Mechanical Plan (not req'd for single-story residence with ducts run in attic space) | <input type="checkbox"/> Signature of Plan Coordinator on Each Sheet of Plans |
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Equipment Information | <input type="checkbox"/> Lot specific standard plans require site, floor, landscape plan (per MWELO as of 12/01/15), and exterior elevations (standard plan must be approved in advance of submittal) |
| <input type="checkbox"/> Exterior Elevations | <input type="checkbox"/> Signed Engineering Calcs & Plans | <input type="checkbox"/> Estimated cost of construction (remodel/alterations only): _____ |
| <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Signed Truss Calculations (if applicable) | |
| <input type="checkbox"/> Floor Framing Plan | <input type="checkbox"/> Wet Stamp & Signature of Registered Design Professional (Architect/Engineer) | |
| <input type="checkbox"/> Shear/Braced Wall Plan (Signed by Engineer) | | |
| <input type="checkbox"/> Roof Framing Plan | | |
| <input type="checkbox"/> Sections & Details | | |
| <input type="checkbox"/> Electrical Plan | | |
| <input type="checkbox"/> Energy Documentation | | |
| <input type="checkbox"/> Plumbing Plan (req'd for residences with more than 3 bathrooms) | | |

B. **ADMINISTRATIVE & LAND USE:**

Provide as much information as possible for the following:

1. Project Description _____
2. Project Address _____ or _____
3. Legal Description _____ or _____
4. Assessor's Parcel Number (APN) _____ - _____ - _____
5. Application numbers of any land use permits that have been submitted for this project: _____.
6. The building permits will be issued to which of the following;
() A Licensed Contractor, or agent of the contractor, or
() The Owner, who will come into the office to sign the permit application, or
() An agent for the owner.
7. A Certificate of Workers Compensation Insurance. (This form is only required if the permittee will hire employees to work on this project).

C. **DECLARATION:**

I _____ (*signature*) declare that I am the property owner or their authorized representative and acknowledge that the plan check service I am requesting is subject to a fee. I accept full responsibility for payment of any balance for said fee (after any plan check deposit has been paid for submittal) at the time the plans are picked-up for correction, or within 30 days of the date I am notified that the review is complete (*whichever occurs first*).

Applicant (print or type) _____ Mailing Address _____ (City, State, Zip) _____ (Telephone Number) _____

Applicant E-Mail Address _____

Owner (print or type) _____ Mailing Address _____ (City, State, Zip) _____ (Telephone Number) _____

Owner E-Mail Address _____

FOR OFFICE USE ONLY

Accepted by: _____ Time/Date _____ Plan Check No. _____ Due Date _____

Your project will likely require review and clearance from your fire protection district* prior to permit issuance. Please coordinate with your fire protection district for plan review and permitting.

*If your project is located within the boundaries of the Fresno County Fire Protection District (FCFPD), you may be subject to an annual Community Facilities District (CFD) fee for fire protection services. It is recommended that you inquire with FCFPD regarding this CFD fee.



BUILDING PERMIT APPLICATION

COUNTY OF FRESNO / DEPARTMENT OF PUBLIC WORKS AND PLANNING
DEVELOPMENT SERVICES AND CAPITAL PROJECTS DIVISION
2220 TULARE STREET, SIXTH FLOOR / FRESNO, CA 93721

PHONE: (559) 600-4497 / (559) 600-4540 / 24 HOUR INSPECTION REQUEST LINE: (559) 600-4131

THE APPLICATION MUST BE COMPLETELY FILLED OUT BY THE APPLICANT IN ORDER TO APPLY FOR BUILDING PERMITS.

Scope of Work:

Project Address:

Project Valuation:

Contact E-mail:

OWNER NAME AND ADDRESS

APPLICANT NAME AND ADDRESS

Name:

Name:

Address:

Address:

City:

State:

City:

State:

ZIP:

Ph#()

ZIP:

Ph#()

CONTRACTOR INFORMATION

Ph#()

Lic. No:

Company Name:

Address:

City:

St:

ZIP:

DESIGNER INFORMATION

Ph#()

Lic. No:

Company Name:

Address:

City:

St:

ZIP:

LENDING AGENCY

Ph#()

Company Name:

Address:

City:

St:

ZIP:

Permit will be issued to an "Owner-Builder" Yes ☐ No ☐

If yes, a completed Owner-Builder Verification Form must be signed and submitted along with copy of the owner's identification prior to issuance of the building permit.

OFFICIAL USE ONLY

Identification Number:

DECLARATION BY CONSTRUCTION PERMIT APPLICANT

By my signature below, I certify to one of the following:

I am ☐ a California licensed contractor or ☐ the property owner or ☐ authorized to act on the property owner's behalf (requires written approval and Owner/Builder Verification Form signed and submitted).

I have read this construction permit application and certify the information I have provided is correct. I also agree to comply with all applicable county ordinances and state laws which govern this project. During the course of construction I will also take steps to preserve all survey monuments. In addition, I authorize representatives of this county to enter the above-identified property for inspection purposes.

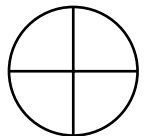
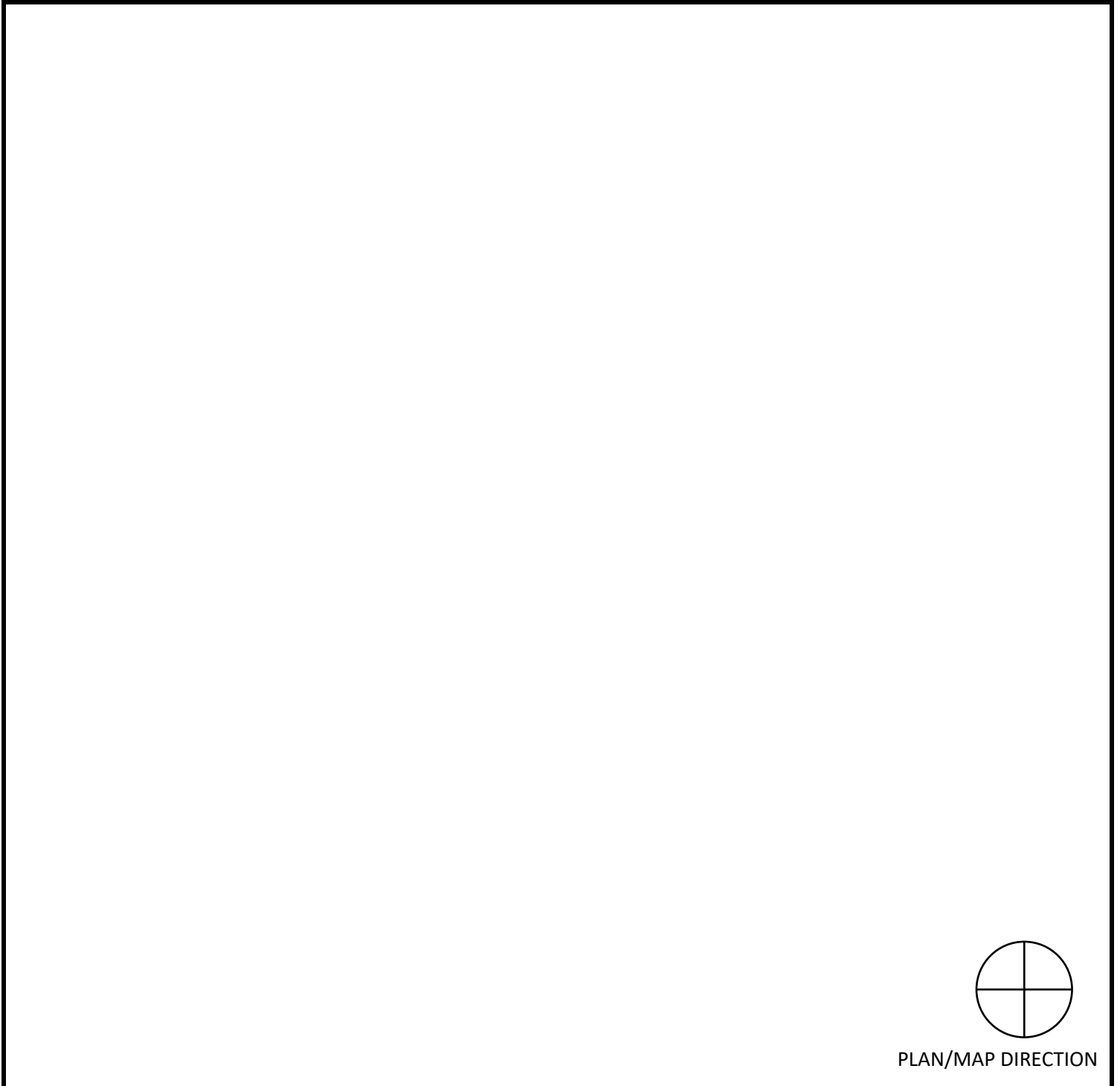
Applicant's Signature _____ Date _____



County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING
DEVELOPMENT SERVICES – CAPITAL PROJECTS DIVISION

SITE / PROJECT MAP



PLAN/MAP DIRECTION

ADDRESS: _____

SITE PLAN

The site plan shall include the following:

1. All property lines
2. Adjacent streets & closest cross-street
3. Parcel size
4. Easements
5. North arrow
6. Accurate property dimensions
7. Existing & proposed buildings
8. Well and septic system location
9. Driveway location
10. Proposed setbacks
11. Width of road right-of-way
12. Official Plan of Streets and Highways
13. Turn around areas
14. LPG storage tank(s)/Water storage tank(s)
15. Space between buildings

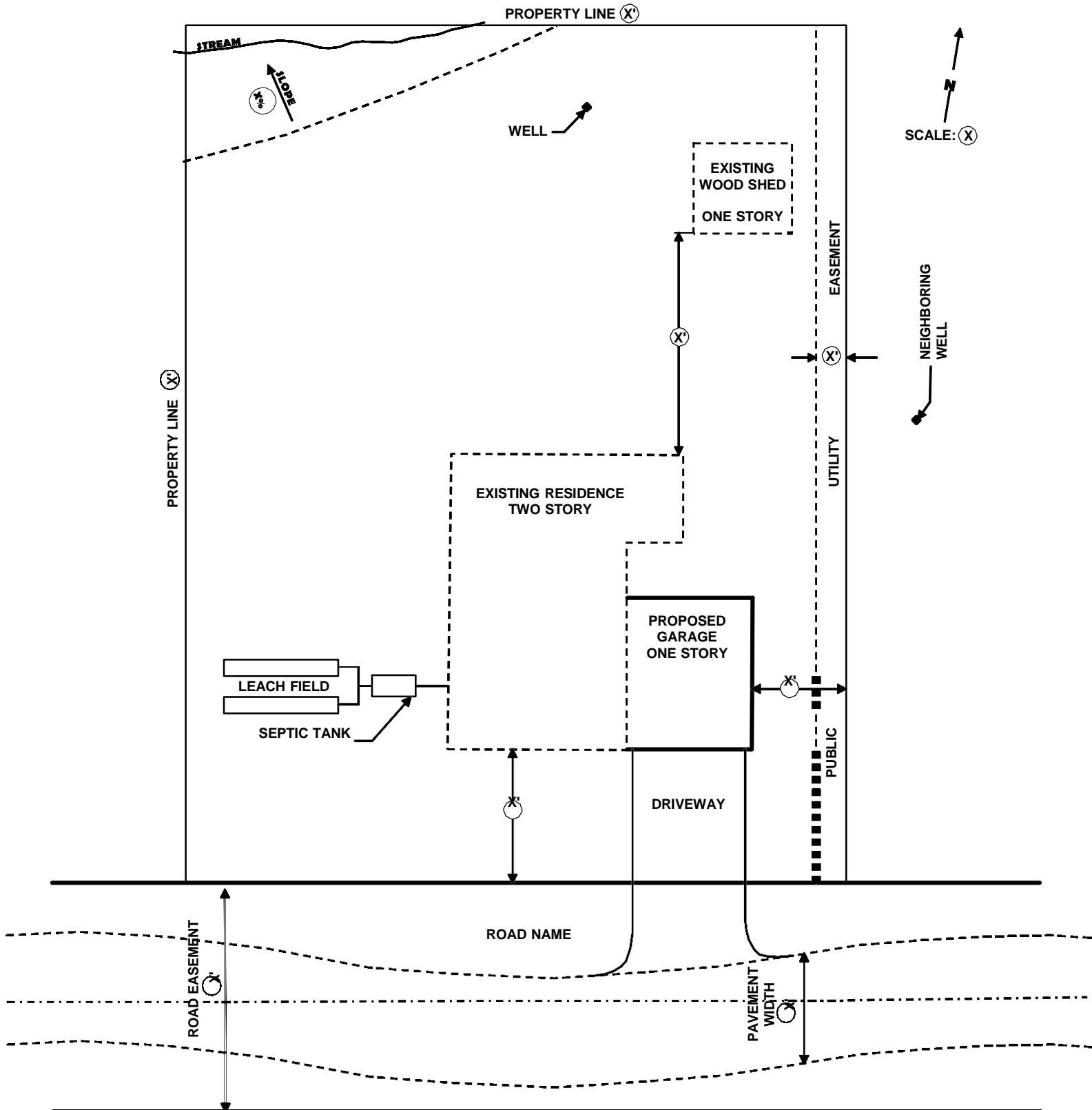
* If the site plan is also the project plan(s) Cover Sheet, include:

1. Property Address and APN.
2. Property Owner and Contractor information (if applicable).
3. Project Scope (i.e. "Single Family Residence", "Personal Storage", etc.)
3. Designation of applicable codes; 2019 California Administrative, Building, Residential, Plumbing, Mechanical, Electrical, Energy, Fire and Green Building Codes, and the Fresno County Ordinance Code, Title 15.

Site Plan Information required is defined by CBC/CRC section 107.2.6; "Site plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey."

PLOT PLAN EXAMPLE

Site plan must be drawn to scale, on 8-1/2" x 11" paper



Considering Becoming an Owner-Builder?

NOTICE

Effective January 1, 2009

Assembly Bill 2335 amends California Health and Safety Code, Section 19825, regarding disclosures and verifications required for all applicants seeking Owner-Builder construction permits. These new application requirements provide an enhanced level of consumer awareness and protection for property owners accepting the risks associated with Owner-Builder construction permits.

Important information you need to know **BEFORE** pulling your permit!

The term “Owner-Builder” can mean three different things:
“Owner as *Worker*, Owner as *Contractor*” or Owner as *Employer*”

Understand each has Benefits or Risk, and it is possible to combine them!

Hiring a California Licensed Contractor means you do not personally perform any of the construction work, the permit is not taken out in your name, you are not personally responsible for the construction and you are *not* an Owner-Builder. Instead, you become a “Customer” and California law provides you the benefit of protection from poor workmanship, failure to finish the job and financial risk due to worker injury.

Benefit/Risk: Highest Benefits and the Least amount of Risk

Owner-as-Worker is a type of Owner-Builder where you *personally perform* the construction work, the permit is taken out in your name and you are *personally responsible* for the construction management, knowledge, workmanship, and completion of the job. You benefit by not paying others to perform this work for you and your risk depends on your own ability to complete the job successfully.

Benefit/Risk: Possible Benefit with Low Financial Risk

Owner-as-Contractor is a type of Owner-Builder where you personally act as your own General Contractor, the permit is taken out in your name and you hire California licensed sub-contractors to perform portions of the construction work. WARNING: The benefit of protection provided by law when you hire only California licensed sub-contractors can turn to serious financial risk if you hire *unlicensed* contractors to perform *any* of the work.

Benefit/Risk: Possible Benefit and Significant Financial Risk

Owner-as-Employer is a type of Owner-Builder where you pay *any* unlicensed individual to perform *any* construction work valued at more than \$500.00, the permit is taken out in your name and you are personally responsible for their employment requirements, supervision, performance, safety and welfare while on your property. **WARNING:** Cost savings benefit can turn to serious financial risk if you fail to deduct *payroll taxes* or provide *workers compensation insurance* for each worker.

Benefit/Risk: Possible Benefit with Significant Financial Risk

**OWNERS BEWARE AND CONSIDER THE RISK BEFORE ACCEPTING FULL
RESPONSIBILITY FOR YOUR CONSTRUCTION PERMIT**



County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING BUILDING AND SAFETY

Disclosures for Owner-Builders Applying for Construction Permits

IMPORTANT! NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. **We will NOT issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. A copy of the property owner's identification is required to verify the owner's signature.**

Read and initial each statement below to signify you understand or verify this information.

____1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____2. I understand building permits are not required to be signed by property owners unless they are *responsible* for the construction and are not hiring a licensed Contractor to assume this responsibility.

____3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

____6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless *all* work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

____8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

Project Address _____	APN _____
Date Mailed _____	By _____ PC# _____

____9. I understand I may obtain more information regarding my obligations as an “employer” from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors’ State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

____10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity.

____11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

____12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors’ State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers’ compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. *Note: A copy of the property owner’s driver’s license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner’s signature.*

Property Owner Name (Printed) _____ Phone: _____

Property Owner Signature _____ Date: _____

Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER’S BEHALF

I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Work: _____

Project Location or Address: _____

Name of Authorized Agent: _____ Phone: _____

Address of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. ***Note: A copy of the owner’s driver’s license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner’s signature. I have read and initialed items 1 through 12 above.***

Property Owner’s Signature: _____ Date: _____



County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING BUILDING AND SAFETY

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do ☐ all of or ☐ portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sole within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

☐ I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent: _____ Date: _____

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Note: The following Authorization is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

G:\4360Devs&Pin\FORMS\F174 Owner Builder Form ltr size_rev8-2015.doc



County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING
STEVEN E. WHITE, DIRECTOR

LANDSCAPE WATER-EFFICIENCY (MWELO) APPENDIX -D CHECKLIST

Applicant

Name: _____

Phone: _____

Address: _____

Email: _____

Project

Site Address: _____

Project Type (*new dwelling, commercial, or rehab*): _____

☐ This project does not include landscaping but I am aware that prior to landscaping being installed, it shall comply with the MWELO requirements per 23 CCR, Division 2, Chapter 2.7 which will require a permit and inspections from the Fresno County Development Services Division. (*If you check this box, skip to page 2 and sign and date form.*)

☐ This project does incorporate landscaping. (*Complete pages 1 & 2 along with plans*):

Total Landscape Area (sq. ft.): _____

Turf Area: _____

Non-Turf Plan Area: _____

Special Landscape Area: _____

Water Type (*potable, recycled, well*): _____

Name of water purveyor (*If not served by private well*): _____

Landscape Parameter	Design Measures	Project Compliance (state Yes or No)
Plant Water Use	At least 50% of the plants and at least 50% of the trees shall either be native or low water use.	
Turf	Total turf area shall not exceed 25% of the landscape area. No turf allowed in commercial projects.	
	Turf (if utilized) is limited to slopes not exceeding 25%.	
Hydrozones	Plants with similar water needs shall be grouped within hydrozones. Irrigation for each hydrozone shall be controlled by a separate valve.	
Irrigation System	System shall be designed and maintained to minimize water waste (e.g. runoff, overspray, etc.). Low volume irrigation shall be utilized in non-turf areas. Overhead (spray) irrigation shall only occur in areas over 10 ft. wide.	
Compost	Incorporate compost at a rate of at least four (4) cubic yards per 1,000 sq. ft. to a depth of 6 inches into landscape area (unless contra-indicated by a soil test).	
Mulch	A minimum 3-inch layer of mulch should be applied on all exposed soil surfaces of planting areas, except in areas of turf or creeping or rooting groundcovers.	

Signature

I agree to comply with the requirements of the prescriptive compliance option of the MWELO.

Signature of property owner or authorized representative

Date

Note:

A landscape and irrigation design plan (and supporting documents) shall be required if:
(a) landscape area exceeds 500 sq. ft.; (b) a majority (>50%) of plants are medium or high water use; or (c) turf area exceeds 25% of total landscape area or 1,250 sq. ft.

All areas to be disturbed during construction shall be presumed to be landscaped area, except where structures or hardscape will be installed.

Landscape Area:

The total horizontal surface area dedicated to plant installation (including adjacent ground that provides for the plant's establishment), plus the *wet surface area* of any water features. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, or other pervious or non-pervious hardscapes outside of planted areas (planted areas containing gravel or inorganic mulch are included). Landscape area does not include undisturbed areas with established non-irrigated vegetation.