



DEVELOPMENT SERVICES DEPARTMENT

Building Safety Division

SINGLE FAMILY MODEL & PRODUCTION HOME SUBMITTAL CHECKLIST

PROCESS:

Permit applications may be submitted individually or in batches of 10 or less. Multiple batches may be submitted but will be staggered for review.

Please prioritize batches prior to submittal. Batches are plan checked and building permits are issued in the order received or specified. Once application packets are submitted, any changes are considered revisions and will be processed as such and billed accordingly. Estimated turn-around time for processing is fifteen working days.

The Building Safety Division cannot accept incomplete submittals for plan check or processing. Applications are considered incomplete if the following items below are not included in the application packet.

Documents Required
Building Permit Application
Single Family Dwelling Supplement
Electronic/Digital Signature Disclosure
Agricultural Use Disclosure Statement
MWELo Application
Landscape Planting Schedule
Landscape Irrigation Schedule
Elevation Certificate (if applicable)
Plot Plan
Floor Plan (with options identified)
PV Solar Array Roof Plan – Lot Specific
Copy of Approved Solar Master Plan PV Roof Layout
Building Permit Issuance Application (Prior to Permit Issuance)

SUBMITTAL STANDARDS FOR MASTER PLANNED SUBDIVISIONS:

- Master Plans, Fire Sprinkler Plans, and Landscape Plans must be approved prior to submittal
- Final Maps must be recorded prior to issuance
- Civil Improvements must be substantially complete and lots must be released by Engineering Division for construction prior to issuance
- Model Homes may be submitted prior to civil acceptance and may be issued prior to map recordation, but minimum safety standards will apply prior to issuance as determined by the City. Please contact Building Safety for more information.