



City of Arcata Application Check List

Permit # _____

Required before application accepted

I. Residential Units (1 and 2 units), Remodels or Additions			
<input checked="" type="checkbox"/>	Needed		Requirements
<input type="checkbox"/>	Plot Plan		2 copies
<input type="checkbox"/>	Building Plans		3 copies
<input type="checkbox"/>	Title 24 - Energy Calculations		2 copies
<input type="checkbox"/>	Truss Calculations - if trusses used*		2 copies
<input type="checkbox"/>	Application Completely Filled Out		Information on Application with *
<input type="checkbox"/>	Valuation of Project		On the Application

II. Multi-Family Units (3 or more units)			
<input checked="" type="checkbox"/>	Needed		Requirements
<input type="checkbox"/>	Plot Plan		2 copies
<input type="checkbox"/>	Building Plans		4 copies
<input type="checkbox"/>	Title 24 - Energy Calculations		2 copies
<input type="checkbox"/>	Truss Calculations - if trusses used*		2 copies with wet signature and stamp
<input type="checkbox"/>	Structural Calculations*		2 copies with wet signature and stamp
<input type="checkbox"/>	Engineering Transposed to Building Plans		2 copies
<input type="checkbox"/>	Sprinkler Plans if over 5 units		2 copies
<input type="checkbox"/>	Application Completely Filled Out		Information on Application with *
<input type="checkbox"/>	Valuation of Project		On the Application

III. Tenant Improvement (Commercial Remodel or Addition)			
<input checked="" type="checkbox"/>	Needed		Requirements
<input type="checkbox"/>	Plot Plan		2 copies
<input type="checkbox"/>	Building Plans		4 copies
<input type="checkbox"/>	Title 24 - Energy Calculations		2 copies
<input type="checkbox"/>	Truss Calculations - if trusses used*		2 copies with wet signature and stamp
<input type="checkbox"/>	Structural Calculations*		2 copies with wet signature and stamp
<input type="checkbox"/>	Engineering Transposed to Building Plans		2 copies
<input type="checkbox"/>	Sprinkling Plans if Building has Sprinklers		2 copies
<input type="checkbox"/>	Application Completely Filled Out		Information on Application with *
<input type="checkbox"/>	Valuation of Project		On the Application

IV. Commercial Buildings			
<input checked="" type="checkbox"/>	Needed		Requirements
<input type="checkbox"/>	Plot Plan		2 copies
<input type="checkbox"/>	Building Plans		5 copies
<input type="checkbox"/>	Title 24 - Energy Calculations		2 copies
<input type="checkbox"/>	Truss Calculations - if trusses used*		2 copies with wet signature and stamp
<input type="checkbox"/>	Structural Calculations*		2 copies with wet signature and stamp
<input type="checkbox"/>	Engineering Transposed to Building Plans		2 copies
<input type="checkbox"/>	Soils Report		2 copies
<input type="checkbox"/>	Sprinkler Plans if Required by Code		2 copies
<input type="checkbox"/>	Plan Check Fee Paid		To Be Determined by the Building Official
<input type="checkbox"/>	Application Completely Filled Out		Information on Application with *
<input type="checkbox"/>	Valuation of Project		On the Application

* Must be a California licensed engineer or architect

All permit application submittals require the following items in addition to the items listed above:

- 1. Building permit submittal form**
- 2. Stormwater information sheet**
- 3. Construction & demolition waste management plan**