



CITY OF SHASTA LAKE

Development Services Department

4477 Main St. Shasta Lake, 96019

www.cityofshastalake.org

MEMORANDUM

TO: Builders and Property Owners

FROM: Steve Ayers – Building Official

SUBJECT: Residential Building Permit Submittal Procedure – (Effective August 7, 2018)

The Building Division of the City of Shasta Lake has amended the residential building permit submittal process for new construction. Our goal is to increase efficiency for the benefit of applicants and City staff and to expedite the review process. All sets of building plans can now be submitted directly to the Building Division.

The department will distribute required documents to reviewing agencies and review by these agencies will take place simultaneously. After all comments have been received by those reviewing agencies, the Building Division may issue a permit if all reviews are in favor of the submitted plans.

Each submittal requires three full sets of construction plans and an electronic version. Please see the reverse side of this memorandum for a complete list of documents required for submittal to the City of Shasta Lake Building Division.

Respectfully,
Steve Ayers
Building Official

NEW RESIDENTIAL CONSTRUCTION BUILDING PERMIT SUBMITTAL REQUIREMENTS

Construction Plans, 3 full sets & 1 electronic copy

Truss Calcs, 2 sets

Energy Calcs, 2 sets

Structural Calcs, 2 sets wet stamped (when applicable)

Brace Wall Line Calcs, 2 copies

Concrete Mix Design, 2 copies

Construction Waste Plan, 2 copies

Site Plans, 3 copies (11" x 17")

Mechanical CF1R, Manual J & D or Manual S Compliance Report, 2 sets

Subcontractor List, 2 copies

MS4, 2 copies

Fire Suppression System Plans, 3 full sets

One extra Floor Plan (minimum 11" x 17")

REQUIRED PRIOR TO ISSUING

Fire District Receipt of Impact Fee

Fire District Receipt for Fire Sprinkler Plan Review Fee

School Fee Receipt