

To facilitate issuance of a building permit in an area identified as being **geologically unstable**, the following is required for construction, alteration or additions:

- Design Review approval from the Planning Department.  
Design Review must be approved by the Planning Department prior to submitting Building Permit application.
- Nine (9) sets of Plans. Two (2) sets stamped and signed by Architect or Engineer. Include **Grading, Drainage and Erosion Control Plan** prepared by a Civil Engineer.
- Four (4) sets of site-specific **Soils Report**.
- Three (3) sets of **Plan Review Letter by Geotechnical Engineer** stating that they have reviewed plans and that they are in conformance with recommendations and design criteria in Soils Report.
- Three (3) sets of **Engineer's Design Calculations**. Two (2) sets stamped and signed.
- Two (2) sets of **Title 24 Energy Calculations**.
- Two (2) copies of **CalGreen Checklist** (see handout for more information).
- Five (5) sets of a **separate Site Plan**. (*This site plan must be separate from the site plan on the construction drawings*).

Submit a fully dimensioned Site Plan drawn to scale showing the location, size, use and type of construction of all structures on the lot. Identify property lines, building envelope and lot dimensions.

- Completed Building Permit application.  
If applicable, a separate "Owner/Builder Permit Application" form or "Agent for Owner" Authorization form **must** be filled out.

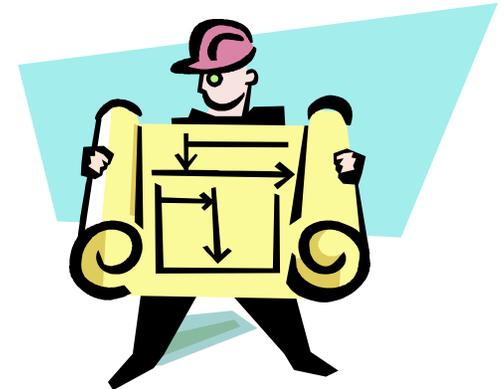
**Fees:** Plan Check Fee and Geotechnical Peer Review Fee are required to be paid upon submittal of application.

Certain projects with new or rehabilitated landscaping require compliance with the Water Efficient Landscape Ordinance. Contact Planning & Building Dept. for more information or review the requirements found in the CDC lobby or on the City's website at [www.cityofhealdsburg.org](http://www.cityofhealdsburg.org).



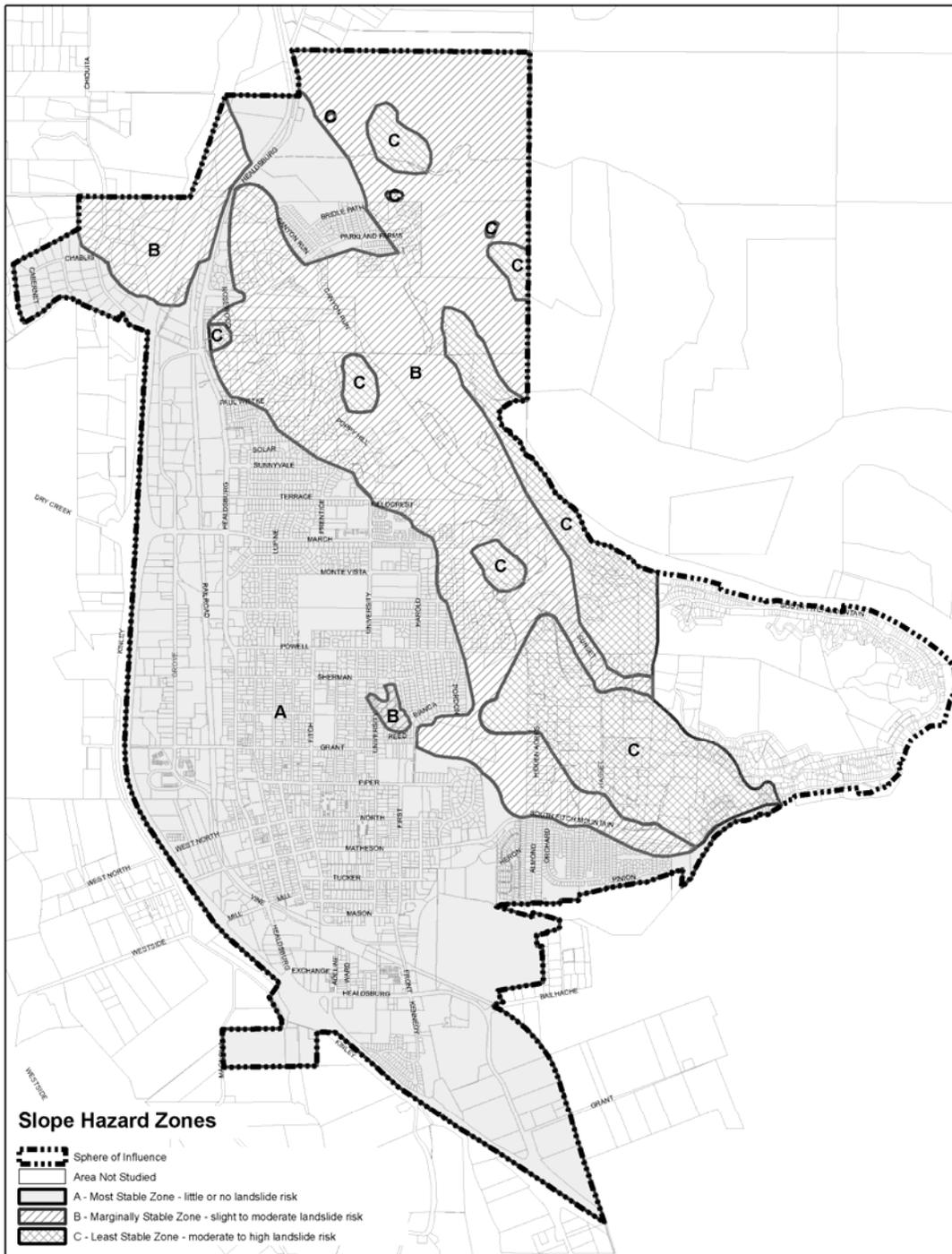
## NOTE:

**Incomplete submittals will not be accepted!**



**Please make sure to contact the following City Agencies prior to submittal of plans:**

Planning & Building – 707.431.3346  
Public Works/Electric – 707.431.3348  
Fire Department – 707.431.3360



## BUILDING PERMIT SUBMITTAL REQUIREMENTS

when building in an area  
identified as being

## GEOLOGICALLY UNSTABLE

(City Council Resolution No. 147-86)