



## AMADOR COUNTY BUILDING DEPARTMENT

County Administrative Center  
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### General Information for Residential Building Permits

The Building Department is open Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Plans can be submitted in person at the Building Department counter between the hours of 8:00 a.m. and 4:00 p.m. or anytime online through the eProcess360 permit portal. The applicant is required to obtain the appropriate clearances for the submittal. Please arrive early enough to allow a minimum of 45 minutes for first time submittals and ensure the submittal package is complete, including all appropriate applications. Plan review fees will be due to the Building Department at the time of submittal. Depending on the scope of work and the clearances required, other fees due to other departments may be due at the time of submittal. Acceptable methods of payment are cash or check and all major credit and debit cards.

Building permits are required for all construction which is regulated by the adopted codes and not specifically exempted (see work exempt from permit, CRC Section R105.2 and CBC Section 105.2). This includes but is not limited to houses, garages, decks, commercial projects, installation of propane appliances, projects requiring framing, electrical, mechanical, plumbing, etc. ALL work must be listed in the scope of work on the permit application; **work not listed on the application is not covered by the permit**. Building permits shall become invalid if the work is not commenced within 180 days or if work is suspended or abandoned for 180 days after the work has commenced. An extension may be requested in writing and must demonstrate justifiable cause.

Examples of projects which require plan check include but are not limited to: houses, garages, barns, storage units, decks, patio covers, additions, commercial projects, etc.

#### CHECKLIST TO SUBMIT RESIDENTIAL PLANS:

- ✓ One legible and complete set of plans to include (as applicable):
  - Title Sheet
  - Site plan
  - Code Analysis
  - Foundation Plan
  - Floor Plan
  - Exterior Elevations
  - Framing Plan, details and cross section
  - Electrical, Plumbing, Mechanical Plan
  - Fire Sprinkler Plan
  - Plans to be 1/4" = 1' scale, minimum paper size is 11x17; please allow space for plan review comments and stamps
  - For Additions and Remodels – an existing floor plan with all door and window sizes and locations and two sets of the proposed floor plan.
- ✓ One set of Energy Calculations
- ✓ One set of wet stamped truss calculations with layout
- ✓ One set of wet stamped engineering, if required
- ✓ Separate structures on the same parcel require separate permits and separate plans
- ✓ Structures must be constructed as drawn; cannot “flip” the floor plan

## WHO MAY DRAW PLANS?

Individuals (owners) may prepare plans for the following (unless design conditions require a registered design professional):

- Single family dwelling of conventional wood frame construction, not more than two stories and basement in height (excluding fire sprinkler plans).
- Multiple dwellings containing no more than two (2) dwellings, of wood frame construction not more than two (2) stories and basement in height.
- Garages or agricultural buildings of wood frame construction

Examples of projects which require engineering include but are not limited to: all steel frame and concrete buildings and concrete or concrete block walls over four (4) feet high (measured from the bottom of the footing to the top of the wall). Front page of engineering shall contain all design criteria. All call outs shall be detailed on the plans (beams, hold-downs, connections, retaining walls, shear panels, etc). All engineering submitted requires the stamp and wet signature of the licensed architect or registered engineer on all pages of the plans and supporting calculations.

If construction deviates from conventional framing requirements for wood frame construction found in Chapter 23 of the 2016 edition of the California Building Code Tables of Limitation for wood frame construction, plans must be prepared by a licensed architect or registered engineer. The documents prepared shall bear the stamp and original signature of the licensee who is responsible for their preparation.

**CHANGES IN SCOPE OF WORK/PLANS:** Any change to the scope of work/plans must be approved prior to calling for inspections. The approved set of plans must be resubmitted to the Building Department with two sets of the revisions clouded for approval. Changes may not be field approved. A plan review fee based on our current hourly rate is due for each change, and changes affecting the project valuation may require additional permit fees..

The following design information may be useful in the preparations of construction documents:

- A. All construction shall comply with the minimum requirements of the following 2019 California Building Standards Code, CCR Title 24:
  - California Administration Code (Part 1)
  - California Building Code (Part 2) {CBC}
  - California Residential Code (Part 2.5) {CRC}
  - California Electrical Code (Part 3) {CEC}
  - California Mechanical Code (Part 4) {CMC}
  - California Plumbing Code (Part 5) {CPC}
  - California Energy Code (Part 6)
  - California Historical Building Code (Part 8)
  - California Fire Code (Part 9)
  - California Existing Building Code (Part 10)
  - California Green Building Standards Code (Part 11)
  - California Referenced Standards Code (Part 12)
  - All other applicable County Ordinances and State Laws
- B. Design requirements shall apply as follows:
  - Minimum soil bearing pressure of 1,500 psf without analysis.
  - The Ultimate Design Wind Speed per 2016 CRC Figure R301.2(4)A is 110 mph, per 2016

CBC Figure 1609.3(3) for Risk category I is 100 mph, Risk category II is 110 mph, and Risk categories III & IV is 115 mph

- Amador County is located in Seismic Zones C & D
- Snow Load

**SNOW LOADS ARE AS FOLLOWS:**

ELEVATION	LIVE/SNOW LOAD	ELEVATION	SNOW LOAD
0 - 1000 FT	20 PSF Live Load	4001-5000	50 PSF Snow Load
1001-2500	20 PSF Snow Load	5001-6000	100 PSF Snow Load
2501-3000	30 PSF Snow Load	6001-7000	200 PSF Snow Load
3001-4000	40 PSF Snow Load	7001-8000	270 PSF Snow Load

2. The following minimum information shall be clearly shown on the construction documents for all projects. Commercial projects may require additional information, please see handout for commercial projects.

**A. GENERAL SITE PLAN**

- Project location, address and Assessor’s Parcel Number (APN)
- Square footage of each occupancy area (residence, decks, garages, etc)
- Energy commission climate zone, energy compliance method, mandatory features checklist, building heat loss and heating equipment specifications
- Type and “R” value of floor, wall and ceiling insulation
- Owners name, address, and telephone number
- Name of person drawing plans, address and telephone number
- North arrow and size of property
- Property lines with boundaries, and easements
- Existing and finish contours showing site slopes and any grading work (cuts or fills) proposed
- Location of existing and proposed structures, wells, septic tanks, leach lines, 15:30 water tanks and liquid propane gas tanks, and with dimensions between each other and to property lines
- Adjacent streets, driveways, watercourses and any unique site features.

**B. FOUNDATION PLAN – SCALE ¼”=1’0”**

- Indicate exterior and interior dimensions, size and spacing of piers, beams, joists and under floor access location
- Show details of foundation footing, stem wall, reinforcement, pier and beam connections, beam pockets, hold-downs, wall bracing, UFER grounding if applicable, and any other items of construction importance.
- Indicate deck foundations

**C. FLOOR PLAN – SCALE ¼”=1’0”**

- At 1/4" = 1'0" scale clearly showing all interior and exterior dimensions

- Label all rooms, doors and window sizes, window types, safety glazing, plumbing fixtures, mechanical equipment wall bracing and other features
- Unless a separate electrical, plumbing and mechanical plan is provided, indicate all electrical receptacles, main electrical and sub panel locations and mechanical system layout
- Indicate attic access and fire, smoke and carbon monoxide warning device locations
- Automatic fire sprinkler plans and specifications

**D. EXTERIOR ELEVATIONS**

- Indicate North, South, East, and West elevations
- Indicate heights from finish grade to roof line and between floor/ceiling, exterior finishes, chimneys, overhangs and trim

**E. FRAMING AND SECTION DETAILS– SCALE 1/4"=1'0"**

- Indicate floor, ceiling and roof framing of joists, rafters, sheathing, underlayment, roofing materials and all beams and headers
- Indicate all deck framing
- Indicate sections through exterior walls of structure showing all construction from the footings to highest point of the finish roof. Where more than one type of wall or roof system is used, show each type
- Indicate sections through any portions where various levels occur and through stairs, including vertical dimensions, stair rise and run and width dimensions
- If roof trusses, glu-lams, LVL's, floor trusses, girder trusses, etc., are to be used, submit engineering.
- Provide framing details of all important structural connections including deck connections