



## COUNTY OF SISKIYOU

COMMUNITY DEVELOPMENT DEPARTMENT  
Building ♦ Environmental Health ♦ Planning  
806 South Main Street · Yreka, California 96097  
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[www.co.siskiyou.ca.us/page/community-development](http://www.co.siskiyou.ca.us/page/community-development)

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# **GENERAL BUILDING PERMIT APPLICATION INFORMATION GUIDELINES**

Building is the most common land development action in Siskiyou County; it is also the simplest. The following guideline is offered by the County Building Department to assist you in making an application for a building permit and expediting the issuance of the same.

When you file for a building permit, the application will be reviewed by other county departments. This is true except for the cities of Fort Jones, Etna, Montague, where the same reviews will be done by the city.

**The Assessor's Department** reviews the application to verify ownership of the property on which the improvement is to take place. The Assessor's Department is located at the Siskiyou County Courthouse, 311 4th Street, Yreka, California 96097.

**The Planning Department** reviews the plot plan for setback requirements, and whether the proposed use is allowed in the assigned zone. The Planning Department is located at 806 South Main Street, Yreka, California, 96097.

**The Health Department** reviews the plot plan for compliance with health-related matters in conjunction with activities associated with well and waste disposal systems. Public Health Department is located at 806 South Main Street, Yreka, California, 96097.

**The Road Department** requires encroachment permits for private roadways connecting to the county road systems. Road Department is located at 305 Butte Street, Yreka, California, 96097.

**CAL-TRANS** require encroachment permits for connection to the state highway systems.

**The Fire Agency** for Siskiyou County is CAL FIRE (California Department of Forestry & Fire Protection). CAL FIRE reviews projects located in the State Responsibility Areas for compliance with the State Fire-Safe Regulation (4290 & 4291 Public Resources Code). CAL FIRE is located on Fairlane Road near the South Yreka I-5 exit. The Building Department routes all projects subject to the regulations to CAL FIRE upon application for building permit.

**The Flood Department** reviews your plot plan to ascertain if the subject site is located in a mapped flood hazard area, and is located at 806 S. Main Street, Yreka, California, 96097.

**School Development Fees** have been adopted by most school districts. The Building Department will complete the development forms for the appropriate school district(s) at the time of plan check. The school fees must be paid prior to permit issuance directly to the school district(s).

# SUMMARY

The Building Department reviews your plans and specifications, after other agency approvals. Assuming your submittals are complete, the building permit can be issued as soon as the plan review and approval process is completed by the Building Department.

Siskiyou County does not require a grading permit but requires that the building site grading be shown on your building plot plan. It does not permit you to pre-grade your building site prior to approval of your construction plans because many times property owners have destroyed the building site and made it unusable through incorrect grading.

The Building Department will route your permit application to the appropriate agencies for their approval of the proposed project or you may obtain the approval signatures yourself prior to submitting your application for permit to the Building Department. Plans are checked in the order which they are submitted.

**The following codes are in effect and should be consulted in the preparation of your construction plans: Effective January 1, 2017 with 2016 California Amendments.**

- \*2015** *edition of the International Building Code*
- \*2015** *edition of the Uniform Plumbing Code*
- \*2015** *edition of the Uniform Mechanical Code*
- \*2014** *edition of the National Electrical Code*
- \*2015** *edition of the International Residential Code*
- \*2015** *edition of the International Fire Code*
- \*2016** *edition of the California Green Building Standards Code*

***\*as amended by Building Standards Commission, State of California***

***Titles 8, 19, 20, 24, and 25 of the California Code of Regulation***

The uniform and national codes may be purchased from some book stores or from the International Code Council, 4051 Flossmoor Road Country Club Hills IL, 60478, (800)786-4452 (always phone for price prior to ordering). The entire list represents several hundred dollars. Codes are always available for review at the Building Department.

## NOTICE TO BUILDERS

From time to time, pursuant to changes in, or passing of, legislation, building standards and regulations having effective dates for their enforcement, the general rules apply as follows.

When complete plans, specifications and other required documents have been submitted prior to the effective date of the new requirements, the rule in effect when the application is made applies, providing other terms and conditions of the approvals have not been violated.

The information and approvals must be complete for the entire project at the time of original application to have the old rules apply.

# PLANS AND SPECIFICATIONS

**General Requirements:** Plans shall be black or blue line. Please avoid any “added” changes in ink or pencil. All pages should be the same size (18”x24” min.), the plans must be drawn to scale and clearly indicate the location and scope of work proposed. All plans must be signed by the person who is responsible for the plans. The plans must clearly show how the structure is to be constructed, as well as all pertinent code requirements.

Plans and related documents are always submitted in identical sets and include but are not limited to the following:

1. A plot plan with elevations. True north is 18 degrees west of magnetic north and is always at the top of the plot plan unless otherwise depicted. (See example)
2. Floor plan depicting doors, windows, and required dimensions. (See example)
3. The foundation plan shall depict and specify materials, reinforcement, anchoring, elevations, and soil conditions. (See example)
4. Typical slab details or Floor framing including insulation, ventilation, and under floor access. (See example)
5. A structural plan shall depict and specify materials, spacing and size of members, connectors, engineering calculations with referenced soils investigation report when required by the Business and Profession Code. Summary of applicable sections of the B & P Code is a part of this booklet.
- \*6. Electrical plan and specifications required for all of the electrical equipment, such as service entrance (Panel), lights, switches, receptacles, timers, etc. Specify the wiring method and materials. Calculations and diagrams are not required for residential services of 200 amperes or less.
- \*7. Plumbing plan and specifications required for sewer, building drains, water (hot and cold), gas, fixture types and locations.
8. Energy compliance forms.

\*Single Family Dwellings may include requirements on floor plan.

## **NOTE:**

The plans, specifications, calculations, reports, and other required documentation shall be signed by the particular person responsible for their preparation. All plans and documents other than those exempted by the State Architect and Engineers Act must be prepared and signed by a California Licensed preparer. (Architect and/ or Engineer)

## PLAN AND SPECIFICATIONS TABLE

PROJECT	NUMBER OF SETS	REQUIRES A CALIFORNIA LICENSED ENGINEER OR ARCHITECT'S SIGNATURE
Residential no more than 4 units or 2 story	2	Must be prepared, signed and stamped by a licensed person
Residential Accessory Structures	2	Must be prepared, signed and stamped by a licensed person
Agricultural Structures	2	Must be prepared, signed and stamped by a licensed person
Multiple Family -5 or more units	3	Must be prepared, signed and stamped by a licensed person
Commercial or Assembly less than 50	3	Must be prepared, signed and stamped by a licensed person
Commercial with hazardous materials	4	Must be prepared, signed and stamped by a licensed person
Assembly for 50 or more	4	Must be prepared, signed and stamped by a licensed person
All other	4	Must be prepared, signed and stamped by a licensed person

## DESIGN INFORMATION

Min. Elevation 1,000 FT	Max. Elevation 14,152 FT	Flat Roof Snow Load Below 5000 FT Elevation	Wind speed 105mph @ 3-sec. gust
Roof Design Loads for sites above 5,000 feet elevation must be obtained from the Building Department		60#/sf Mc Cloud	20#/sf
		60#/sf Mt Shasta	20#/sf
		60#/sf Weed	20#/sf
		60#/sf Happy Camp	20#/sf
		60#/sf Dunsmuir	20#/sf
		40#/sf All Other Areas	20#/sf

**EARTHQUAKE-**The Seismic Design Category is Determined by the Design Professional

**SOILS SITE CLASS-** Based on Soils Investigation

**CLIMATE ZONE 16 -** For Energy Compliance

# INSPECTIONS REQUIRED

This list represents a guideline and may or may not be all inclusive

## I. FOUNDATION

- A. Trenches
- B. Required steel in place
- C. Material on site unless transit mix
- D. Forms set
- E. Prior to grouting masonry units

## II. CONCRETE SLAB OR UNDERFLOOR

- A. All in-slab or under floor building service equipment, conduit, piping, ducting and auxiliary equipment items are in place, but before any concrete placement or floor sheathing installed, including the sub-floor

## III. FRAMING

- A. All framing members
- B. Fire-blocking
- C. Bracing
- D. Electrical
- E. Piping and testing
- F. Chimneys
- G. Vents
- H. Roofing
- I. Ducts
- J. Glazing

## IV. INSULATION

- A. All insulating materials in place.

## V. LATH/WALLBOARD

- A. In place but prior to plastering or taping.

## VI. FINAL

- A. After finish grading and the building is complete.

## **NOTICE TO APPLICANTS REGARDING SISKIYOU COUNTY'S POLICY PERTAINING TO AGRICULTURAL OPERATIONS**

Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations.

It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise, and odor.

The foregoing notice is taken from Resolution 88-168 passed by the Siskiyou County Board of Supervisors, State of California, on the 14th day of June, 1988.

Siskiyou County is an Open Range County. Please ask for a copy of the Open Range Notice if you need additional information.

