



City of Susanville, Building Division
66 North Lassen Street, Susanville, CA 96130
Phone (530) 252-5117
Fax (530) 257-4275

New Construction Submittal Checklist

Submittal requirements:

- Completed application for building permit.
- Owner Builder verification form if permit is issued to the property owner.
- Building plans- four complete sets/ Fire Sprinkler System plans- three complete sets, and flash drive of plans
- Site plan- four copies.
- Energy calculations - two sets.
- Truss calculations – two sets, unless stated on plans that they will be a “deferred submittal”.
- Structural calculations – two sets. (For non-conventional construction only)
- Building plan review fee will be due upon submittal.**

Once the plans are approved, you will need to obtain the following and provide document prior to permit issuance:

- Sewer Connection Permit- Susanville Sanitary District.
- Right of Way Encroachment Permit- Public Work.
- Cub, gutter, sidewalk and drive approach deposit- Public Works.
- School Facilities Developer Fees Form. City staff will prepare these forms for you. You must present them to the Lassen County Office of Education & Lassen Union High School District office with payment. Both signed and stamped forms must be returned to the City Building Division.
- Mitigation Impact Fees form.

Building Division Fee Requirements:

- Building Permit and associated trade (electric, mechanical and plumbing) fees and any remaining balance of Plan Review Fee.
- Strong Motion Seismic Hazard Mapping Fee. This fee is collected and forwarded to the State of California.
- Senate Bill 1473. This fee is collected and forwarded to the State of California.
- Mitigation Impact Fees. Fee is calculated upon a per square foot charge. Fee must be paid prior to final inspection and / or issuance of the Certificate of Occupancy for residential. **Fee must be paid prior to permit issuance for commercial.**

Other permits you may need or agencies to contact:

- ✓ Temporary Power Pole.
- ✓ Demolition permit.
- ✓ Fire sprinkler plans- three complete sets or a deferred submittal (plans must be submitted and approved prior to framing inspection).
- ✓ Lassen Municipal Utility District to establish service.
- ✓ Telephone, cable, satellite, and internet service providers.
- ✓ Water Meter Permit- Public Works.

**ADDITIONAL IMPACT

Traffic Signal (Numa / Skyline)
Bicycle Lane Fees
Traffic Signal (Skyline / Hwy 139)
Parkland Dedication Fee