



SUSANVILLE COMMUNITY DEVELOPMENT DEPARTMENT

Building Division

66 North Lassen Street, Susanville, CA 96130

(530) 252-5117 Fax (530) 257-4725

www.cityofsusanville.org

Building Permit Submittal Checklist New Residential Construction

Submittal requirements prior to permit issuance:

- “ Completed application for building permit to the Building Division.
- “ Building plans, including site plans - three complete sets, including name, address and phone number of applicant. The plans must be signed by the person preparing them. Minimum paper size required for plans is 18” x 24”.
- “ Building Plan Review Fee. This fee is based on valuation of the project and is required at submittal.
- “ Energy calculations - two sets.
- “ Truss calculations – two sets, unless stated on plans that they will be a “deferred submittal.” If a deferred submittal, there will be additional plan checking fees due to the City upon submission.
- “ Structural calculations – two sets. (Non-conventional construction only).

The Building Official will check plans. If plans are approved, you will need to obtain:

- “ Sewer Connection Permit (Susanville Sanitary District).
- “ Water Meter Permit. This fee is non-refundable. (Public Works).
- “ Right of Way Encroachment Permit. This fee is non-refundable. (Public Works).
- “ Curb, gutter, sidewalk and drive approach deposit. (Public Works.)
- “ School Facilities Developer Fees forms. 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.

Building Division Fee Requirements:

- “ Building Permit and associated trade (electric, mechanical and plumbing) fees and any remaining balance of the Plan Review Fee.
- “ Parkland Dedication Fee.
- “ Strong Motion Seismic Hazard Mapping Fee. This minimal fee is collected and forwarded to the State of California.

Other forms we will have you sign:

- “ Verification of Sidewalk, Curb, Gutter and Drive Approach.
- “ Verification of Mitigation Impact Fees. City staff will calculate the amount due. These fees must be paid prior to requesting a final inspection.

Other permits you may need or agencies to contact:

- “ Temporary Power Pole - a separate permit is required by the Building Division.
- “ Lassen Municipal Utility District - to establish service.
- “ Telephone, cable, and internet service providers.

ADDITIONAL IMPACT FEES FOR SKYLINE AREA CONSTRUCTION

Class 1 Bicycle Lane Fee ♦ Traffic Signal (Numa / Skyline) ♦ Traffic Signal (Skyline / Hwy 139)