



## REQUIREMENTS FOR BUILDING PERMIT ISSUANCE CUSTOM HOMES

Project Name	Date:
Applicant:	
Subdivision:	Lot No.:
Project Address:	Unit/Village:

**Instructions:** The requirements for building permit issuance for custom homes are represented by the boxes under the appropriate column in the chart below. No building permit will be issued until all requirements for the permit requested have been satisfied and the boxes under the applicable columns have been approved by the appropriate City staff. It is the applicant's responsibility to obtain all the necessary approvals (signatures) and submit this completed form to the Building Division prior to issuance of a building permit.

ITEM	Requirements For Building Permit Issuance		
	Responsible Division	Contact	Signature/Comments
1. Building plan check approval complete	Building (Permit Technician)	(916) 351-3555	
2. All property corners staked including certification letter from licensed land surveyor	Construction Inspection Supervisor	(916) 355-7384	
3. Pad elevations & lot compaction certified by appropriate engineer.	Construction Inspection Supervisor	(916) 355-7384	
4. Curb, gutter, sidewalk, paving complete.	Construction Inspection Supervisor	(916) 355-7384	
5. Water, sewer, storm drainage systems complete and ready for use.	Construction Inspection Supervisor	(916) 355-7384	
6. UG electric, gas, telephone, and cable complete.	Construction Inspection Supervisor	(916) 355-7384	
7. All required subdivision improvements substantially complete. Substantially complete shall mean all life/safety improvements complete including street lighting and traffic signing and striping	Construction Inspection Supervisor	(916) 355-7384	

**Note:** A final inspection and approval for occupancy will not be granted until such time the required subdivision improvements and/or on-site/off-site improvements have been completed and accepted by the City.