



**CITY OF FOLSOM
COMMUNITY DEVELOPMENT DEPARTMENT**

50 Natoma Street
Folsom, California 95630
(916) 355-7222 Fax (916) 355-7274



CUSTOM HOME SIGNATURE SHEET FOR BUILDING PERMIT ISSUANCE

Project Address:	
Applicant:	Date:
Subdivision:	Lot No.:

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 signed 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	Responsible Division	Contact	Initials/Date	Comment
Building Plan Check Approval	Building (Permit Technician)	351-3555		
All Property Corners Staked, Including a Certification Letter From a Licensed Land Surveyor	Construction Inspector	355-7210		Provide copy to the Construction Inspector or Engineer at the Community Development Counter
Verification Letter of Pad Elevations & Lot Compaction Certification Letter From a Licensed Civil Engineer	Construction Inspector	355-7210		Provide copy to the Construction Inspector or Engineer at the Community Development Counter. Grading Plan asbuilts due upon Grading Permit Final Inspection
All Paving Completed (Curb, Gutter, Sidewalk, etc.)	Construction Inspector	355-7210		
Utility Connections Completed & Inspected (Water, Sewer, Storm Drain)	Construction Inspector	355-7210		
Dry Utility Connections Completed (Electric, Gas, Cable, Telephone)	Construction Inspector	355-7210		
Required Subdivision Fire, Life, & Safety Improvements Substantially Complete. (Street Lighting, Traffic Signing, Striping, etc.)	Construction Inspector	355-7210		

Note: A final inspection and issuance of a Certificate of Occupancy (C of O) will not be granted until such time that the required subdivision improvements and/or onsite/offsite improvements have been completed and accepted by the City.