



SIERRA COUNTY
DEPARTMENT OF PLANNING AND BUILDING
P.O BOX 530
Downieville, California 95936
(530) 289-3251 FAX (530) 289-2828
building@sierracounty.ca.gov

FORM NUMBER

BD-27

**BUILDING PERMIT SUBMITTAL REQUIREMENTS FOR
AFFORDABLE HOUSING MASTER PLANS**

THIS CHECKLIST IS PROVIDED TO ASSIST BOTH YOU AND STAFF TO HELP IN THE REVIEW AND PROCESSING OF YOUR PERMIT. PLEASE READ CAREFULLY! *Documentation shall be of sufficient detail and clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the California Building Standards Codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official (CRC R106.1.1, CBC 107.2.1).* For additional information, please visit:

www.sierracounty.ca.gov/794/Affordable-Housing-Master-Plans

REF: 2025 CALIFORNIA BUILDING STANDARDS CODES & SIERRA COUNTY CODE-TITLE 12

- COMPLETED** PreApproved ADU Options and Site Information form (BD-26)
- COMPLETED AND SIGNED APPLICATION FORM** Clearly describe complete scope of work, valuation, and specify Permit Holder. (BD-01)
- ENCROACHMENT PERMIT APPLICATION** If encroaching onto County Right-of-Way. Alternatively, approved CALTRANS Encroachment Permit, USFS Special Use Permit, or copy of Private Easement Deed demonstrating legal access to/from a public right-of way. Contact Public Works for more information (530) 289-3201.
- SEWAGE DISPOSAL APPLICATION** Both new and existing systems require review and approval by the Environmental Health Department. Contact Environmental Health for more information (530) 993-6716. (See forms BD-11, BD-20)
- WELL APPLICATION** (If Applicable) Contact Environmental Health Department at the number above. (See forms BD-12, BD-19)
- WATER DISTRICT WILL-SERVE** (If Applicable) Signed Water System Setback Certification form, and Will-Serve Letter from servicing Water District or State Small Water System Provider.
- APPROVAL LETTERS** (If Applicable) Signed/approved letters or stamps on the face of the plans from other agencies whose approval or entitlements are required based on location, design or other features of the proposed project. Examples: Homeowners Associations, Department of Fish & Wildlife Streambed Alteration Agreement, NPDES Storm water pollution Prevention Plan WDID # letter, Planning Department Variance/SUP approval, CAL Fire PRC 4290 "same practical effect" approvals, etc.
- SITE/PLOT PLAN** See "Plot Plan Requirements" Form BD-05 for detailed requirements. Include project location (address & APN); owner and plan preparer contact information; date and revision# where applicable.
- GRADING & DRAINAGE PLANS** Where applicable (SCC 12.08) Site grading and driveway plans, if exempt from a separate grading permit under SCC 12.08.070. Details may be included on site plan for minor projects. Include: total disturbed area (sq. ft.); quantity of cuts & fills (cu. yds.); slope angles (% or H: V); drainage plan; temp. and permanent erosion control devices; proposed storm water discharge plan. Unless shown on site plans, also show all required CalFire "4290" fire safe improvements, utility lines, and development features (septic, well, LPG tank, etc).