



**SIERRA COUNTY**  
**DEPARTMENT OF PLANNING AND BUILDING**

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**FORM NUMBER**

**BD-10**

**BUILDING PERMIT SUBMITTAL REQUIREMENTS FOR  
ACCESSORY STRUCTURES**

**THIS CHECKLIST IS PROVIDED TO ASSIST BOTH YOU AND STAFF TO HELP IN THE REVIEW AND PROCESSING OF YOUR PERMIT. PLEASE READ CAREFULLY!** *Construction Plans and supporting documentation shall be 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).*

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

The recommended plan sheet size is 24" x 36". Plans must be legible and drawn to scale. Plans should be prepared with lettering of sufficient size and contrast to be readable when scanned at 200 dpi. Photocopies, prints, or electronic copies may be submitted if they are clearly marked "Preliminary" or "For Plan Check Only" but only hard (paper) copies of final construction plans bearing the architect or engineer's "wet stamp" (and bearing the County's Final Approval stamp/s) shall be acceptable for permitting and construction purposes. Original tracings (pencil) and modifications or amendments to other plans are not acceptable for plan submittals. Amendments and re-submittals (if necessary) shall be made only with complete sets (no substituting individual sheets), unless approved in advance by the Building Official. The following items are required for a complete application submittal.

**Incomplete submittals will delay the plan check process.**

- COMPLETED AND SIGNED APPLICATION FORM** [Form BD-01] Clearly describe complete scope of work, valuation, and specify Permit Holder of record.
- ENCROACHMENT PERMIT APPLICATION** if driveway encroaches onto County Right-of-Way. Alternatively, approved CALTRANS Encroachment Permit, USFS Special Use Permit, or copy of private Easement Deed demonstrating legal access across private property to/from a public right-of way (if applicable). Contact the Public Works Department for more information on encroachment permits: (530) 289-3201.
- STRUCTURAL ENGINEERING CALCULATIONS** Two Copies -- stamped and signed. All details described in the structural calculations must be shown on the plans.
- TWO COMPLETE & IDENTICAL SETS OF CONSTRUCTION PLANS** "Wet-Stamped" by CA-licensed engineer or architect, that include the following:
  - COVER SHEET** (CBC 1603.1, CRC R106.1.1 & R301) clearly describing the scope of proposed work; project location (address & APN); owner and plan preparer contact information; date and revision #. The cover sheet shall also indicate the following structural design information: Floor and Roof live loads; **ground** snow load; basic wind speed and wind exposure; seismic design category and site class; flood design data if applicable; total square footage and summary of the square footage for each occupancy type; list the applicable codes in effect at the time of your application (including both State regulations and Sierra County Code ordinances).
  - SITE/PLOT PLAN** Two (2) identical copies. (See BD-05 for plot plan requirements).

**ELEVATIONS** of all four sides of the structure showing doors, windows, chimneys, roof pitch, type of exterior, grade and slope, roofing type and classifications.

**FOUNDATION PLAN** Fully dimensioned, including location of brace/shear walls with lengths, hold-downs with shear wall and hold-down schedules. 3X sill plates, if required. Under floor ventilation & access. Pier locations & schedules. Footing locations & sizes. Reinforcement.

**ELECTRICAL PLAN** (If Applicable) lights, switches, dimmer switches, timer switches, receptacle outlets, tamper resistant receptacles, arch –fault circuits, GFCI receptacle outlets at garage, kitchen, bathrooms, outdoors, etc. If done by others, provide letter of compliance and conformance with plans from Engineer of Record.

**WILDLAND URBAN INTERFACE DETAILS** (“WUI” – Ref. CBC Chapter 7A & CRC R327) **Applies to all new buildings, including residential accessory buildings, located in areas mapped by Cal Fire as “moderate” or above Fire Hazard Severity Zone.** All materials must be listed approved by OSFM BML label and noted on the plan sheets for the following: roof coverings, attic vents, gutters, exterior siding, exterior wall vents, exterior doors, windows, decking surfaces, and floor projections.

**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/CUP approval, CAL Fire PRC 4290 “same practical effect” approvals, etc.

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**SIERRA COUNTY CLIMATIC AND GEOGRAPHICAL DESIGN CRITERIA** (CRC Table R301.2(1), SC Ord. 1037)

**NOTE:** Sierra County is a declared snow area. Snow loads vary throughout the county, but the minimum “flat roof” snow load in the county is 70 psf. Therefore, conventional (non-engineered) light-frame construction is not permitted in Sierra County

(CBC 2308.02.(3.3), SCC 12.04.100). **ENGINEERING IS REQUIRED FOR ALL NON-EXEMPT STRUCTURES.**

See Form BD-06 for information on determining design snow loads.

To Determine local snow, wind, seismic and other load factors for your project site, use the ASCE online Hazard Tool: <https://ascehazardtool.org>