



NEW RESIDENTIAL PRODUCTION SUBMITTAL GUIDELINES

Building Department

390 Towne Centre Dr, Lathrop, CA 95330
Phone: (209) 941-7270

The following information and documentation must be submitted electronically to the Building Division before your application can be processed. Failure to submit all of the applicable information may result in a delay in processing time, or rejection of your submittal due to incompleteness.

- **A Completed Building Permit Application** for each lot/home, with Application Plan Review Fees due at the time of submittal. The initial Review Fee for a New Residential Permit Application is \$222.00. Final Permit Fees (including Capital Facility Fees) will be invoiced via email before Issuance.
 - A. Note that School District Fees and Fire Department Fees are separately invoiced by their respective jurisdictions and will not be invoiced with the Building Permit Fees, but must be paid before Issuance.
 - B. All Fields on the Building Permit Application that are required include:**
 - i. APN & Project Address
 - ii. All Fields under Property Owner
 - iii. All Fields under Description of Work
 - a. Sprinklers: Y or N
 - b. Type of Construction & Occupancy Group
 - iv. Description Must Include:
 - a. Tract # and Subdivision Name
 - b. Plan #
 - c. Lot #
 - d. Square Footage:
 - Livable (1st Floor/2nd Floor)
 - Garage
 - Porch/Patio
 - Options: List separately and include Sqft
 - e. # of Bedrooms & Bath
 - f. Solar: KW, Module Count, Valuation Cost
 - g. Example:
Plan 2A, Tract 1212, Lot 2, Sleepy Hollow
Livable: 3000sf (1st Floor 1500sf, 2nd Floor 1500sf), Garage: 300sf,
Porch: 20sf, Patio: 150sf, CA Room: 200sf, Solar: 4.0kW, 13 modules
(\$15,000)

The following is the list of Plan Sheets required with submission (from Approved Master Plans). All sheets are required to be consolidated into one electronic .pdf file and submitted in the order:

1. **Plot Plan** (Not including any of these items on the Plot Plan may result in Planning Dept. failing the review)
 - A. Builder Name, Tract/Subdivision Name, Tract #, Location (River Islands/Central Lathrop etc.)
 - B. Scale, Drawn By, Date Prepared
 - C. Assessor's Parcel Number, Address, Lot #
 - D. Lot Area, Building Coverage Calculation (Roof Cover divided by Lot Area)
 - E. Identify the following Square Footages:
 - a. Livable (1st Floor/2nd Floor)

- b. Garage
- c. Porch/Patio
- d. Options (CA Room, Extended Covered Patio, Garage to Living Conversion, Tandem Garage, etc.)
List separately and include sqft
- F. Elevation Enhancement
- G. Layout of existing and proposed Buildings and Driveways
- H. Property Boundaries and Street Frontage
- I. Property Setbacks: Distance between all existing and proposed structures and between all structures and exterior property lines
- J. North Arrow
- K. Water and Sewer Connections
- L. Lot Drainage or Septic Locations
- M. Lot Tree and Parkway Tree
- N. Engineer Stamp Signed
- O. Corner Lot (Street Side) Fence setback from back of sidewalk)
- 2. Floor Plans** with existing and proposed square footage and dimensions
 - A. All Floors
 - B. Square Footage summary and Dimensions
 - C. Must have Approved stamp from Building Department
- 3. Exterior Elevations**
 - A. Front Side
 - B. Back Side
 - C. Side Yard
- 4. Solar Plans** (must be site specific & according to approved Master Plan)
 - A. Roof/Panel Layout
 - a. Identify the SOLAR zone area on the roof. **2022 CA Energy Code Section 110.10(b)1**
 - b. Identify the Azimuth in actual degrees. **2022 CA Energy Code Section 110.10(b)2**
 - i. All sections of Solar Zone located on steep sloped roofs shall be oriented between 90 and 300 degrees of True North
 - c. Fire Access Setbacks from Solar Panels
 - d. Electrical Panel, Junction Box, Utility Production Meter & Disconnect Locations
- 5. Options:** Must show all options being selected on Floor Plans / Elevations

The following should also be included with each submission:

- **School Forms**
 - A. River Islands (School Form process is directly with the Banta & Tracy USDs, not required to submit with Building Applications)
 - B. All other areas of Lathrop (Non-River Islands)
 - i. Manteca USD (Please reach out to the School District if Blank Forms are needed, the City does not provide these school forms)
 - a. Applicant obtains the fee for Development Impact Fees from the School District.
 - b. Three Part Form.
 - Applicant obtains School Form and fills out Part 1, then attach with Building Submittal
 - The City will complete Part 2 and send back to Applicant
 - Applicant will return School Forms to the District for payment. Send a copy of receipt to the Building Department for their records.

- **Special Inspection Form**

- A. Lot specific Special Inspection Forms will need to be submitted with every Production Permit Submittal.
 - i. The Permit Number and Address must be transposed on the front page of the Special Inspection Form, and the Approved and Signed Signature Form from the Master Plan Submittal will need to be included.