



City of Hollister

Development Services Department

Building Division

339 Fifth Street Hollister, Ca 95023

Ph. (831) 636-4355 Email: permitcenter@hollister.ca.gov

Residential Remodel or Addition

Submittal Requirements

Purpose:

This handout establishes a procedure for complete plan review submittals when residential remodel or additions are proposed. According to current code regulations (2025 CRC, 2025, CBC, 2025 GBSC, 2025 CPC, 2025 CMC, 2025 CEC, 2025 CFC, 2025 California Energy Code) permits are required when buildings or structures are constructed, altered, repaired, moved converted or demolished. The following guidelines shall be reviewed prior to commencing construction.

Submittal Requirements:

- One hard copy plan set - plans shall be drawn to scale, fully dimensioned and legible on minimum 18" x 24", 24" x 36" and maximum 30" x 42"
- A **PDF** copy of the application and plans along with the following: if applicable
 - Structural Calculations – *Stamp and signature if applicable*
 - Energy Calculations (Title 24) – *Stamp and signature if applicable*
 - Truss Calculations Floor/Roof – *Stamp and signature if applicable*
 - Truss Review Letter from EOR – *Stamp and signature if applicable*
 - Soils Report/Geo Technical Report - *Stamp and signature if applicable*
 - Manufacture Specifications
 - Special inspections form
 - Construction and Demolition Recycling form, *required.*
 - Other documents may apply, owner builder form, authorized agent to act on behalf form

Note: *Deferred Submittals – Only as allowed by Chief Building Official prior to any application submittal.*

Plan Review Timeline:

Allow a minimum of 15 business days for plan reviews, 24-48 hours from the plan review timelines for processing.

Fees and Application Forms

Building Permit fees are based on the square footage and/or valuation of the project (labor time and material). A plan check deposit is required to be processed at the time of application submittal. All fees paid to the permit center are non-refundable.

A Building Permit Application form is available online at:

https://hollister.ca.gov/government/departments/development_services/application_forms_and_fees.php

Information Required on Plans

- A. **Cover Sheet:** Provide project address and APN, property owner's name, address and phone number of owner, contractor, design professional address and contact information, scope of work, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, applicable codes, fire sprinkler status, identify uses of adjacent spaces/suites, location and distances to property lines.
- B. **Conditions of Approval,** if applicable to your application
- C. **Site/Plot Plan:** Provide lot and building location indicating setback distances to property lines and easements; North Arrow, location of easements, fire hydrants and other utilities; street and right-of-way identification, access roadways; location of gas/electric/water meters, sewer/water lines, septic/well systems (if applicable)
- D. **Architectural Plans:** Elevations, dimensioned floor plans identifying room uses, door/window schedules and room finish schedules; architectural and framing details including cross sections, bracing and support, suspended ceiling plan and legend, exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location to property lines); building height. Green Building Code checklist.
- E. **Structural Plans:** Foundation plan, floor and wall framing plan, roof framing plan, and associated structural details. **Note:** *when using prefabricated roof/floor trusses, manufactured calculations are required "wet or electronic" stamped and signed by the truss engineer, also include a truss review letter signed by the engineer of record.*
- F. **Mechanical Plans:** Location of HVAC equipment and size, noting BTU output
- G. **Electrical Plans:** Location of all receptacles, lights, motors, switches, disconnects, panels, services, and one-line diagram showing conduit/conductor size and insulation type.
- H. **Plumbing Plans:** Locations of plumbing fixtures, listing all required dimensions; gas line diagram including pipe size, material, length and BTU's of all fuel fired appliances.
- I. **Energy Calculations:** Signed energy forms with calculations on a plan sheet for any alteration, addition of shell lighting, and interior/exterior mechanical systems.

Additional Requirements/Approvals from the following departments may be required prior to releasing the construction permit. We recommend contacting each department for additional information on their submittal requirements

- **ADDRESS ASSIGNMENT:** Proposed JADU and ADU will require a separate address. Please contact the Engineering Department to obtain the address application prior to submitting to the Building Department. **831-636-4340**
- **Civil Review** if applicable – *Separate submittal & review* – Please submit directly to City of Hollister’s Engineering Department. For civil submittal requirements please contact **(831)-636-4340**
- **Planning Department Review** – If a replanning review is required, include your *conditions of approval* into your building submittal plan set. Plans will be routed to planning for an additional review to assure compliance with Planning Department Approval. Ensure all conditions required prior to permit issuance have been completed.
- **Fire Department** – *Separate submittal & review* – Required fire submittals (i.e., Underground Fire, Sprinklers, Alarms) must be submitted prior to permit release. For Submittal Requirement please call **(831)-636-4325**
- **School Mitigation Fees** – If the proposed project is to include new square footage building Department will provide forms to applicant to process for school mitigation fees. Payment is made directly to the appropriate school districts.
- **Monterey Bay Air Resource District:** **(831)-718-8033** Demolition work and/or Wood burning fireplaces – Asbestos survey required for all demolition projects and MBARD release required prior to release of Demo Permits.

Building Division Submittal Requirements:

1. Hard copy submittal
 - a. Application
 - b. Plan set
 - c. First submittals require a non-refundable plan check deposit and fees will be generated at the time submittal which are based on the project valuation and/or square footage for an attached or detached accessory structure.
 - d. First submittals also require a scheduled submittal appointment, by visiting the bookings link at https://hollister.ca.gov/government/development_services/index.php.
2. Electronic copy submittal
 - a. Application (attached)
 - b. Plan set
 - c. Supporting documents
 - i. Calculations
 - ii. Manufacture specifications
 - d. Construction & Demolition Recycling form (attached)
 - e. Electronic submittals may be emailed to permitcenter@hollister.ca.gov no greater than the business day prior to the scheduled submittal appointment or a USB may be provided upon submittal appointment.