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**PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION**

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## **DEVELOPMENT ENGINEERING REVIEW CHECKLIST FOR BUILDING PERMITS**

THIS CHECKLIST IS USED AS A PROCESSING AID TO ASSURE COMPLIANCE WITH THE CHICO MUNICIPAL CODE. ***THIS CHECKLIST IS A PROCESSING AID AND DOES NOT ENSURE THAT ALL ISSUES PERTINENT TO A PARTICULAR PLAN SET HAVE BEEN ADDRESSED.***

Building Plan Check Criteria: Commercial Expansion

Plan Check Requirements:

**Onsite:** Full onsite improvement plans.

**Offsite:** Construction of full urban improvements and/or repair of existing along the street frontage. Work will require a City issued Encroachment Permit.

All fees listed above are for the entire site and will apply to Building Permits \_\_\_\_\_ further identified as the Project Name.

Provide separate onsite and offsite Engineer Estimates for determination of plan check and inspection fees.

All construction within the City right-of-way will require a City issued Encroachment Permit. Please contact [encroachmentpermit@chicoca.gov](mailto:encroachmentpermit@chicoca.gov) for more information.

Provide an offsite improvement plan, prepared by a registered engineer, showing completion of the public improvements along the \_\_\_\_\_ frontage(s).

Provide an onsite improvement plan, prepared by a registered engineer, showing all proposed onsite improvements.

Provide an onsite grading plan for the site to confirm the existing drainage patterns (existing grades), indicating how the lot will drain (proposed grades), and demonstrating how required water quality and quantity mitigation will be addressed. Lot cannot drain into the unimproved alley.

Add the following note... "Remove, replace, reconstruct, and/or upgrade any deficient public improvements along the \_\_\_\_\_ frontage(s) to achieve compliance with City Standards, current ADA, and Title 24 Accessibility Requirements. City to determine the limits of replacement and/or reconstruction."

Add the following note... "All Public ROW truncated domes shall ADA Solutions, cast-in-place, replaceable panels, Federal Yellow (Federal Color No. 33538)."

Provide design calculations for onsite storm drain conveyance as well as water quality and mitigation measures.

Trash enclosure shall be covered.

Provide a parking analysis. Refer to CMC Title 19.70.040, Table 5-4, Number of parking spaces required, for more information.