



Any exterior change (i.e., windows, doors, siding) requires Planning Department approval prior to issuance. If plumbing fixtures are increasing and/or moving, a waiver or permit from Monterey Peninsula Water Management District will be required. Please verify that your property has enough water credits to complete this project before submitting an application to the Building Division. **Submit the items listed below in your request for a building permit and include this completed checklist in your submittal. A plan check fee will be required after the preapplication process is completed.** If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, email the following items to gogreen@monterey.org:

1. A completed building permit application
2. A plan set in PDF format and signed by the design professional. (Note: this must be ONE DOCUMENT)
3. Supporting documents (i.e., Energy Compliance, existing photos, etc)
4. This checklist completed and signed by the owner, owner's agent, or contractor.

The latest edition of the California Building, Mechanical, Electrical, Plumbing, Residential, Fire, and Energy Codes, must be specified, including the year, on the cover sheet/1st page. Provide drawings that are to scale (11"x17" minimum and all pages must be the same size), with a wet signature on all documents by the designer, to include the following:

Bathroom Remodel

Y N/A

- Bathroom receptacle outlets shall be supplied by at least one 20-amp branch circuit. Such circuits shall have no other outlets. All electrical receptacles shall be GFCI protected and at least one receptacle is to be located within 36" of the sink
- Lighting in bathrooms, garages, laundry rooms and/or utility rooms must be high efficacy, and at least one shall be controlled by vacancy sensor. Fixtures located in wet locations must be listed for wet locations and require water-resistant trims.
- Toilet clearance - 24" in front of toilet and 15" on each side measured from center of toilet. Minimum ceiling height is 6'-8".
- Shower compartment must have a finished interior no less than 1024 square inches and shall encompass a minimum thirty-inch circle.
- Shower and tub/shower shall have a smooth, hard, non-absorbent surface (i.e., ceramic tile or fiberglass) over a moisture resistant underlayment (e.g., glass mat or fiber reinforced gypsum panel, fiber cement or fiber mat reinforced cementitious backers) to a height of 72-inches above the floor. No paper faced gypsum panel, green board or purple board will be accepted in wet areas.
- Pressure balanced or thermostatic mixing valve required for shower and shower tub combinations, maximum mixing water temp of 120° F.
- Rooms containing bathtubs, showers, spas, and similar bathing fixtures shall be mechanically ventilated. Fan shall be ENERGY STAR compliant, humidistat controlled, and terminate outside the building.
- All shower and tub door assemblies and glass splash guards shall have safety glazing.
- Safety glazing is required in windows within tub or shower area and within 60" horizontally from the tub or shower's edge. Glazing at least 60" above the walking or standing surface does not have to meet this requirement.
- Skylights - operable skylights need to be 10-feet from plumbing vents or 3-feet below the vent termination. Provide ICBO Evaluation Report Number. This applies equally to locations in kitchens.
- Shower floor lining materials and underlayment must be sloped a minimum of ¼" per foot to the drain and be wrapped up the wall a minimum of 3" above the dam. A water test to the level of the rough threshold is required to verify the pan does not leak. Waste pipe to be a minimum of 2".
- All new plumbing piping is required to be tested with 10' head of water pressure above the highest fixture or an air test of 5 pounds.
- The following items are not permitted in a bathroom: gas-fired furnace or water heater and return air plenums.



Kitchen Remodel

Y N/A

- Provide two 20-amp dedicated circuits for counter receptacles. All receptacles to be GFCI and AFCI protected. Dishwashers, garbage disposals, Instahots, compactors, built-in microwave ovens, and the kitchen lighting shall not be on the same electrical circuits. Electric oven and ranges require separate circuits.
- Receptacles are to be located so no appliances are further than 2' from any plug (4' maximum spacing on all counters) Countertops wider than 12" require a receptacle. Receptacles shall be no higher than 18" above the counter. Islands and peninsulas require at least 1 receptacle. The receptacle may not be more than 12" below the counter surface or be below a counter that extends more than 6" beyond a cabinet's end.
- All kitchen lighting must be high efficacy and under cabinet lighting shall be switched separately.
- If a gas line is altered or moved, show the existing and proposed location, pipe size, and BTUs of appliances being served and show gas meter location on the plans. Leave exposed for inspection. New gas piping shall be sized to supply sufficient gas to the appliances (provide a gas line diagram). The gas piping shall be tested with 10 psi of pressure for a minimum of 15 minutes. Testing gauge must read in tenths or smaller.
- Hot water piping sized 3/4" and greater and serving a kitchen shall be insulated with minimum 1" wall thickness insulation.
- All oven and stove gas valves shall be accessible and be within 6' of the appliance. Connectors may not be concealed or pass through any floor, wall partition, ceiling, or appliance housing.
- A 2" accessible plumbing cleanout shall be required under the sink if the sink is the highest fixture on the system.
- An air gap above the sink rim shall be installed between the dishwasher drainpipe and the garbage disposal inlet.
- Install a pressure-absorbing device before the dishwasher angle-stop. The device shall be an air chamber or approved mechanical device.
- Provide a minimum vertical clearance of 30" to combustible materials above a range and a minimum vertical clearance of 24" to a built-in microwave oven located above the range top. If required by the manufacturer, greater clearances may apply.
- Smoke alarms shall be located in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms, and on each additional story of the dwelling, including basements and habitable attics. Smoke alarms shall not be installed within 3' of a bathroom or within 20' of a permanently installed cooking appliance. If this configuration does not work, contact city staff or see exceptions in Section R314.3.3(4) of the California Residential Code.
- Carbon monoxide alarms shall be located outside each separate sleeping area in the immediate vicinity of the bedrooms and on every occupiable level of a dwelling unit, including basements.
- Install insulation in all cavities, walls, floors, and ceilings exposed for construction between conditioned space and unconditioned space, including but not limited to, exteriors, garages, crawl spaces and attics. Minimum insulation required is R-13 for 2x4 walls, R-19 for 2x6 walls, R-30 for ceilings, and R-19 for floors.

Please note: Permits may only be issued to the property owner or a properly licensed contractor.

I have read the above information and have submitted all the required information.

Signature: _____ Date: _____