



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

Permit No.: _____

Submittal Date: _____

RESIDENTIAL CUSTOM HOME APPLICATION

This application is required to verify compliance of design standards and conditions of approval for previously approved projects.

PROPERTY OWNER INFORMATION:

Property Owner Name: _____ Phone: _____

Property Owner's Address: _____

PROJECT INFORMATION:

Address: _____

APN: _____ Tract: _____ Lot: _____ Block: _____

Scope of Work: _____

PLEASE FILL IN:

AREA	PROPOSED – SQ FT
Livable (1 st floor)	
Livable (2 nd floor)	
Garage	
Porch	
Other Structure (Please Specify):	
Total floor area/footprint	
Total roof area (including eaves)	
Remodel area – First Floor	
(if applicable) Second Floor	
Flatwork Inside Front Yard Setback	
Lot Square Footage	

APPLICANT INFORMATION:

Name: _____ Phone Number: _____

Address: _____

Email: _____

I certify under penalty of perjury that I am the legal representative for the project and that the foregoing information is true and accurate to the best of my knowledge.

Print Name: _____ Signature: _____

APPLICATION FEE: Refer to the Community Development Fee/Deposit Schedule for application fee amounts.

SEE REVERSE FOR ADDITIONAL REQUIREMENTS

SUBMITTAL REQUIREMENTS

- Three (3)** complete sets of plans wet stamped and signed. Residential and accessory structures over two stories in height, of unusual construction, or creating over four dwelling units on any lot require a licensed professional to prepare the plans.
- Plan Check Submittal Fee
- Two (2)** wet stamped and signed **Structural** calculations, *if* required.
- Two (2)** wet signed **Title-24** calculations, *if* required.
- Two (2)** wet stamped and signed **Truss** calculations. Truss calculations must be stamped and signed by truss engineer and structural engineer of record.
- Plans **must** be clear, legible and sufficient size (18" x 24" suggested minimum).
- Plans **must** be prepared to a standard scale.
- Plans shall clearly indicate the scope of work.
- Complete sets of plans consist of the following:
 - Foundation plan. The foundation plan must adhere to the City's requirements or soils report must be provided to approve alternate design recommendations.
 - Complete floor plan; provide existing, new and remodel.
 - Elevations. Indicate the height of structures.
 - Framing plans/sections
 - Plumbing plans.
 - Mechanical plans
 - Electrical plans
 - Site plan, *if* work is interior a site plan is not needed. A complete site plan must show the following:
 - Name of Property owner
 - Assessor parcel number, tract number, lot number
 - All property lines with dimensions
 - Drawn to scale
 - North arrow
 - Identify and show easements, *if* any
 - All impervious surfaces, for example walkways, driveways, pools and decking
 - All structures, provide setback dimensions to all property lines (front, sides and rear)
 - Provide distance to property lines of structures on adjacent lots
 - Covered parking
 - Lot square footage
 - Proposed floor area square footage broken down by habitable, garage, balcony, deck, patio etc.
 - Provide lot coverage tabulation by structures (lot coverage by structures shall not exceed 40%)
 - Provide lot coverage tabulation by impervious surfaces (impervious surfaces shall not exceed 50% within the required front yard)

Items required prior to plan submittal:

- Design review approval. If in Tract #13627-1 and Tract #15164 written approval from the homeowner's association is required in lieu of the City's design review approval.
- Soils and geology approval, (909) 364-2780.
- Submittal of the precise grading plan, (909) 364-2780.
- Environmental Health, (909) 884-4056. If the project is going to have a private sewage disposal system, for example septic systems.

Clearances are required from the following agencies prior to permit issuance:

- Chino Valley Independent Fire District, (909) 902-5280, conditions of approval. The results of a fire flow test must be provided at time of submittal.
- Payment of sewer connection fees to West Hills Golf Course. If project is located in Tract #13627-1.
- Payment of Chino Valley Unified School District fees, (909) 628-1201 ex. 1200. If additional habitable square footage is 500 square feet or greater.
- Payment of Development Impact Fees, (909) 364-2754.