



CITY HALL  
1015 ELEVENTH AVENUE  
POST OFFICE BOX 3010

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DELANO, CALIFORNIA 93216-3010

(661) 721-3300  
(661) 721-3317 TDD  
[www.cityofdelano.org](http://www.cityofdelano.org)

COUNCIL MEMBERS

Rueben Pascual  
MAYOR

Ricardo G. Chavez  
MAYOR PRO TEM

Ruben "Ruby" Hill  
Liz Morris  
Grace Vallejo

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CITY MANAGER  
Maribel Reyna

## REQUIRED DOCUMENTS FOR ALL BUILDING PERMIT APPLICATIONS

1. If you are not the property owner for the building permit you are requesting, you must include a letter of authorization from the property owner. Plans will not be accepted without prior authorization from the property owner.
2. Plans must be stamped by either a Licensed Architect or Civil Engineer where required by the Uniform Building Code.
3. Provide two (2) sets of plans on a paper format in addition to submitting plans in an electronic format (CD or Flash Drive is acceptable) .Plan must be drawn to scale and are required to include the following:
  - a. A site plan showing the location of all property lines and existing and proposed structures. The size of each structure and the distance between them and to the property lines must also be indicated.
  - b. A North arrow.
  - c. A floor plan showing all walls, doors, windows, and the use of each room.
  - d. Structural plans including:
    - foundation plan
    - wall framing plan including required wall bracing
    - floor framing plan
    - roof framing plan or truss layout
    - building cross section(s)
    - details of critical structural connections
  - e. All plans for commercial projects and multifamily dwellings must show compliance with California Disabled Access Regulations. All required access features, with dimensions, shall be clearly indicated on the plans. Certain items must also be addressed when additions, alterations or structural repairs are proposed as well.
  - f. A complete electrical plan. (Residential plans must also show the locations of all required smoke detectors.)
  - g. A complete plumbing and mechanical plan is required for most commercial projects, but not for residential projects unless unusual construction is proposed.

4. Two (2) sets of structural calculations are required for most commercial projects and for all projects that are considered nonconventional construction. Unless specifically indicated otherwise by the Building Official, structural calculations shall include a complete vertical and lateral analysis. All structural calculations shall be stamped and signed by a qualified architect or engineer licensed by the State of California.
5. Two (2) sets of Title 24 Energy Documentation (if required)
6. Other information is required such as names and addresses of the owner, contractor, engineer/architect, and the applicant.
7. Contractors must provide Worker's Compensation Insurance information and a valid Contractor's License.
8. This may not be a complete list. Other departments may be involved. Additional items may be required.

Applicant's signature and date indicates that the applicant has read the *Required Documents for All Building Permit Applications* and agrees to abide by the list of requirements.

Signature of Applicant or Legal Agent	Date
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Signature of Property Owner	Date
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# CITY OF DELANO

Community Development Department

1015 Eleventh Avenue

P.O. Box 3010

Delano, California, 93216

Phone: (661) 721-3360 Fax: (661) 721-2135

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## BUILDING PERMIT APPLICATION

(PLEASE COMPLETE ALL SPACES ON THIS APPLICATION)

Project Information: \_\_\_\_\_ Date: \_\_\_\_\_  
Describe work to be performed

Site Address: \_\_\_\_\_ APN: \_\_\_\_\_

Valuation: \_\_\_\_\_ Sq.Ft. \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_

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### Property Owner Information

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

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### Contractors Information

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Worker's Comp Carrier: \_\_\_\_\_

Worker's Comp Ins. No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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### Architect/Engineer

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Architects/Engineers License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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### Office Use Only

CSLB-Verified by: \_\_\_\_\_ License Standing: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City Business License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**\*ALL INFORMATION REQUIRED FOR APPLICATION SUBMITAL**

**Brian S. Marshall**  
**Fire Chief & Director of Emergency Services**

**Fire Department Headquarters**

**5642 Victor Street • Bakersfield, CA 93308 • [www.kerncountyfire.org](http://www.kerncountyfire.org)  
Telephone 661-391-7000 • FAX 661-399-2915 • TTY Relay 800-735-2929**



**BUILDING PLAN REVIEW SUBMITTAL**

All submissions for Building Plan Reviews in Kern County will require a permit fee of **\$115.00** (Fee Code 3.1.) and a fire inspection fee of **\$90.00** (Fee Code 2.2). Total cost will be **\$205.00**. Make check payable to Kern County Fire Department.

Please include an Application for Permit with submittal (and one set of plans).

Please send all correspondence to:  
Kern County Fire Department  
5642 Victor St.  
Bakersfield, CA 93308

If you any questions, please contact this office at **661-391-7080**.

Thank you,

Kern County Fire Department  
Fire Prevention