

# Single-Family Residence Plan Copy-Over Checklist

## Copy-Over Eligibility Requirements

A customer constructing a single-family residence that has completed plan check and received approval may reuse the same plans for a new project **only if all of the following are met:**

- The applicant must provide the **permit number of the original approved project** and present the **original approved set of plans**.
- The applicant must submit a **complete set of stamped and signed plans** prepared by the **same registered design professional** who stamped the original plans.
- The applicant must submit **site plans for the proposed residence**, stamped and signed by the same registered design professional.
- The new residence **does not need to be in the same tract**, provided the **design criteria are the same**, including wind, snow, seismic loads, and climate zone.
- A copy-over is an **exact copy** of the original approved plans. **No structural or architectural changes are allowed.**
- **New Title 24 energy documents** are required for each copy-over permit to reflect the new address and orientation. Plan check will perform a **fast-track energy review**.
- Copy-overs are permitted **only when the plans comply with the building code in effect at the time of application**.
- **As of January 1, 2026**, all new applications must comply with the **2025 California Building Code**.
- The applicant must submit **all documentation required for a new permit**, including MWELO forms, landscape plans (if applicable), and fire sprinkler permits.
- The **Chief Building Official (CBO)** may require a **full plan check** at their discretion. Other departments (EH, Sewer, Traffic, Graphics, Schools, Planning) may still require separate review and approval.

# Copy-Over Application Checklist

## Project Information

- ☐ Original Permit Number: \_\_\_\_\_
- ☐ Original Approved Plan Set Provided
- ☐ New Project Address: \_\_\_\_\_
- ☐ APN: \_\_\_\_\_

## Design Professional Verification

- ☐ Same registered design professional as original project
- ☐ Complete stamped and signed plan set provided
- ☐ Stamped and signed site plan provided

**Design Professional Name & License #:** \_\_\_\_\_

## Design Criteria Confirmation

- ☐ Wind Loads match original project
- ☐ Snow Loads match original project
- ☐ Seismic Design Category matches
- ☐ Climate Zone matches

## Required Submittals

- ☐ New Title 24 Energy Documents (address & orientation updated)
- ☐ MWELF Forms (if applicable)
- ☐ Landscape Plans (if applicable)
- ☐ Address Application (if applicable)
- ☐ Fire Sprinkler Permit Application
- ☐ All other documents required for a new permit

## Applicant Certification

- ☐ I certify this is an **exact copy** of the originally approved plans with **no architectural or structural changes**
- ☐ I acknowledge the CBO may require a full plan check

**Applicant Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_