



**CITY OF LAKEPORT**  
Community Development Department  
225 PARK STREET • LAKEPORT, CALIFORNIA 95453  
TELEPHONE: 707.263.5615 x205 FAX: 707.263.8584

## Your Residential Building Permit Checklist

1. \_\_\_\_\_ Meet with **City of Lakeport Planning Division** to review the Zoning requirements for property.
2. \_\_\_\_\_ Set up Meter for Water and Sewer connections. Get Encroachment permit application and complete it for Curb, gutter and sidewalk requirements.
3. \_\_\_\_\_ Take Application, Building Plans and Fire Sprinkler plans to **Local Fire District** for Stamp of Approval and Agency sign off. Pay any Mitigation Fees and Keep Receipts.
4. \_\_\_\_\_ Take Application and Building Plans to **Local School District** for Agency sign off. Pay any District Fees and Keep Receipts.
5. \_\_\_\_\_ Review application with Building Official for Flood Zone and any requirements needed if in Flood Plain area.
6. \_\_\_\_\_ **You are Ready to Submit your plans.** Bring the following things to the **Lake County Building Division**:
  - Building Application – Filled out completely and signed off by Agencies.
  - Receipts from Agencies
  - 2 Site Plans
  - 2 Fire Sprinkler Plans – Stamped Approved by Local Fire District
  - 2 Complete Sets of Building Plans
  - Check/Cash to pay for Planning Clearance and Plan Review/Permit

Once you have submitted your application, it will go through Plan Review. You will be notified when your permit is ready to be issued, and any outstanding fees owing. If you have any questions contact us at the above information, we will be happy to assist you.

CITY OF LAKEPORT – COMMUNITY DEVELOPMENT DEPARTMENT