

Development and Resource Management Department
2600 Fresno Street • Room 3043
Fresno, California 93721-3604

<https://www.fresno.gov/faaster>

Submittal Requirements for Single Family Residential Projects

Please use this checklist to determine if your project requires a Planning Zone Clearance (ZC) application submittal. If so, submit the application through [FAASTER](#).

If your project does not require a ZC, visit the Planning public counter for an “Ok to Submit” stamp prior to submitting to the Building Division for plan check. A full Planning review will be completed through the building permit plan check process.

	Swimming Pools	Patios	Additions / Porches	Custom Single Family	Accessory Dwelling Units	Carports	Roof / Siding	Awning	Standard Plans	Sheds
Not Required										
Planning Zone Clearance										
Grant Deed										
Property Lines										
Easements										
Scope of Work										
Project Data (Zoning, APN, Address, Lot Coverage, Building Footprint)										
All Structures, Existing and Proposed										
Structure Dimensions (Length, Width, Depth, and Height)										
Structure Setbacks, from Property Lines and Easements										
Elevations										
Building Materials										
Interior Dimensions										
Title Report or Stamped Plans by Licensed Land Surveyor										

For ZC applications, the application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. All Single family ZC applications are Level 1 projects and processed within 14 business days, except Accessory Dwelling Unit ZC applications. An Accessory Dwelling Unit application is a Level 2 project and is



**MINOR PROJECT
SUBMITTAL GUIDELINES**

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processed within 45 business days. All projects are subject to the refund provisions of the Money Back Guarantee Ordinance ([2019-003](#)).