

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 with the following information through the [Accela Citizen Access](#) portal.

If your project does not require a ZC, send an email to Planning@fresno.gov to obtain an "Ok to Submit" stamp prior to submitting to the Building Division for plan check. The Planning review will be completed through the building permit plan check process.

Not Required

	Custom Single Family	Accessory Dwelling Units	Additions (50% or larger)	Additions (less than 50%)	Patios / Porches	Carports	Awning	Roof / Siding	Sheds	Swimming Pools
Planning Zone Clearance										
Grant Deed/Title Report										
Site Plan:										
Scope of Work										
Project Data – Zoning, APN, Address, Lot Coverage										
All Structures – Existing and Proposed with Dimensions										
Structure Setbacks from Property Lines, Easements and Alleys										
Fence Height and Material, Proposed and Existing										
Trees										
Elevations:										
Building Height										
Building Materials										
Eaves/Projections Dimensioned										
Floor Plan with Dimensions										
Fees (Invoice will be sent)										

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.