

A. OVERVIEW

Building permits cover a wide range of project activities on a project site. They can include construction of a new building, additions to existing buildings, re-roofing of an existing building, electrical and plumbing work on a building, and many other projects. Generally, a building permit is required for any of the following actions:

- a) Construction of any new structure that is more than six feet tall or has a footprint of 120 square feet or more;
- b) Additions to an existing structure that:
- c) Involve modifications to existing plumbing or electrical;
- d) Involves the structural framing of the existing building; or
- e) Increase the square footage of existing structures identified in A above;
- f) Replacing the roof on an existing structure;
- g) Any work involving the structural elements of an existing building;
- h) Any work in a structure that involves plumbing or electrical work;
- i) Construction of an in-ground pool;
- j) Installation of retaining walls that are more than four feet tall (including footing); and
- k) Installation of a new freestanding sign or wall-mounted sign.
- l) Demolition of existing buildings

Activities that do not require a building permit include:

- a) Construction, replacement, and maintenance of a fence, provided it is six feet tall or less;
- b) Interior remodels to a building that do not involve the structural elements of the building or involve electrical or plumbing work;
- c) Flat work, such as installation of a new driveway, ADA ramp, etc; and
- d) Painting.

B. STANDARDS FOR REVIEW

Once a building permit application is submitted, it is reviewed against the City's adopted Building Code and other uniform building standards adopted by reference in Title 15 of the Municipal Code. The permit is checked against these standards to determine whether or not the proposed project is in compliance with all relevant standards. The additional uniform building standards that the City uses to evaluate building permit applications include the following:

VII. BUILDING PERMITS

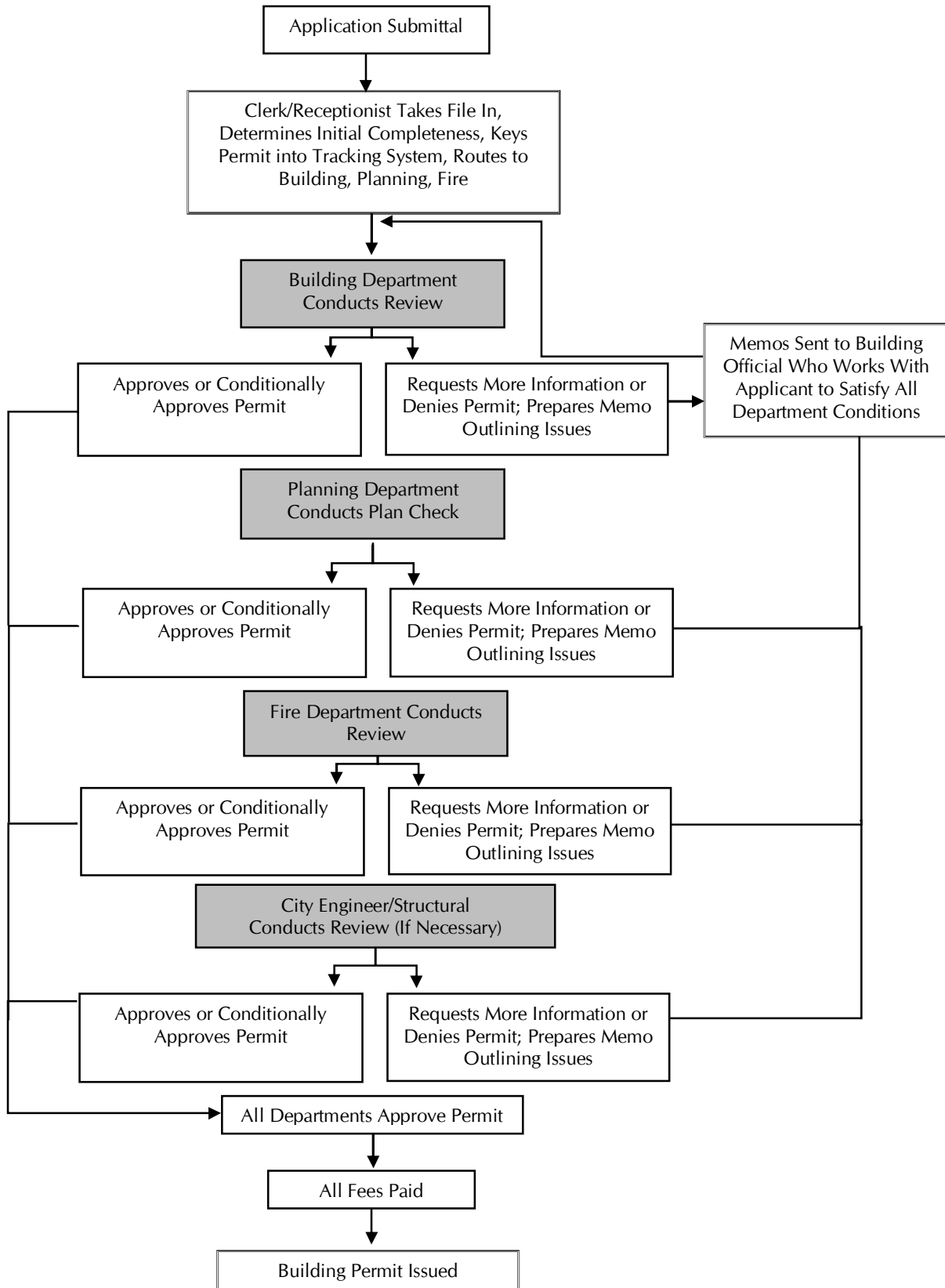
- a) 2007 California Administrative Code
- b) 2007 California Building Code
- c) 2007 Uniform Housing Code
- d) 2007 California Electrical Code
- e) 2007 California Plumbing Code
- f) 2007 California Energy Code
- g) California Historical Building Code
- h) 2007 California Fire Code, incorporating the 2006 International Fire Code
- i) 2007 California Existing Building Code, based on the 2006 International Existing Building Code
- j) Referenced Standards Code
- k) 1997 Uniform Code for Abatement of Dangerous Buildings
- l) California Mechanical Code
- m) 1976 Uniform Sign Code

Furthermore, special construction standards apply to all building permit applications for projects in all areas of special flood hazards as defined by Federal Emergency Management Agency (FEMA) in the Flood Insurance Study (FIS), Flood Insurance Rate Maps (FIRMs), and Flood Boundary and Floodway Maps (FBFMs), as identified in Chapter 18.04 of the City's Municipal Code.

C. PERMIT PROCESS

The following section outlines the City's process for reviewing and processing applications for building permits. Figure VII.C-1 (Building Permit Application Process) summarizes this process.

FIGURE VII.C-1: BUILDING PERMIT APPLICATION PROCESS



VII. BUILDING PERMITS

C.1. APPLICATION OVERVIEW

There are general requirements for all building permit applications, in addition to more rigorous requirements for more complex building work. The building permit application form is provided in Appendix A. The Building Official must review the submittal to determine all applicable requirements.

General requirements for all building permit applications include:

- a) Signed application, consisting of the following as applicable:
 - 1. Form
 - 2. Maps
 - 3. Plans
 - 4. Engineering Information
 - 5. Additional information as needed
- b) A deposit of:
 - 1. \$500 for new construction
 - 2. \$250 for addition to a new structure
 - 3. \$100 for tenant improvements
 - 4. No deposit is required for new roofs

All building permit deposits are only the initial deposits associated with the application; the deposit is paid towards a final cost that is calculated based on valuation of work.

For all applications for projects that occur in areas of flood hazards as defined by section 18.04.070 of the Municipal Code, the following materials must generally be submitted in addition to the requirements listed above:

- a) Proposed elevation of all structures in relation to the mean sea level
- b) All certifications listed in section 18.04.150.D of the Municipal Code
- c) A description of the extent that any watercourse will be altered or relocated as part of the project.

Additional documentation related to flooding may be required by the Building Official depending on the scope of the project.

C.2. SUBMITTAL REQUIREMENTS CHECKLIST

Table VII.C-1 (Building Permit Application Submittal Requirements) depicts the required submittal items for several of the primary types of building permits. Any item identified by a shaded cell is

VII. BUILDING PERMITS

required for that permit. Additional materials may be required at the discretion of the City. For all additional building permits that are not listed in the Checklist, consult the Building Department for submittal requirements.

NOTE:

- All plans must be provided in a minimum size of 18 inches by 24 inches and a maximum of 24 inches by 36 inches; EXCEPT plans for residential additions, patio covers and similar accessory buildings, and pools/spas may be provided as 11 inch by 17 inch.
- Reports may be provided in 8 ½ inches by 11 inches (standard letter size).
- All plans and truss calculations must be stamped by a State of California licensed architect with at least two copies "wet-signed;" EXCEPT plans for tenant improvements may be exempt from the requirement for "wet-stamped" plans at the discretion of the Building Official.
- All plans are to be drawn to scale (e.g., floor plan ¼" = 1' 0"), fully dimensioned, include a title block identifying the project name, location, applicant, architect/engineer/contractor, and include a north arrow. Single line plans are not acceptable.

TABLE VII.C-1: BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

(X denotes required item)	New Commercial Building Plan	New Residential Building Plan	Residential Addition and Remodel Plan	Residential Master Plans	Patio Covers and Similar Accessory Buildings	Swimming Pools and Spas	Tenant Improvement Plans	All others
Signed Application and City Deposits	X	X	X	X	X	X	X	X
Site, Floor, Elevation, and Architectural Plans – 3 sets (See requirements for Site, Floor, Elevation, and Architectural plans)	X	X	X	X	X	X	X	Please Contact the Building Department for a list of submittal requirements
Plot Plan – 3 sets At a minimum, the following must be provided: <ul style="list-style-type: none"> • Lot dimensions and parcel size • Lot and building location with all setback distances to true or assumed property lines and easements, including location of easements • Utility line locations and stubs • Streets, sidewalks, and other public rights-of-way 	X	X	X		X			
Mechanical, Electrical, and Plumbing Plans – 2 sets At a minimum, the following must be provided: <ul style="list-style-type: none"> • Complete electrical plans identifying size and location 	X	X	X	X		X	X	

VII. BUILDING PERMITS

(X denotes required item)	New Commercial Building Plan	New Residential Building Plan	Residential Addition and Remodel Plan	Residential Master Plans	Patio Covers and Similar Accessory Buildings	Swimming Pools and Spas	Tenant Improvement Plans	All others
<p>of main and sub-panels; location of electrical outlets, switches, lighting fixtures, exit signs; computed loads</p> <ul style="list-style-type: none"> Complete mechanical plans identifying size and location of all heating, ventilation and air-conditioning equipment; calculations for gas piping size; equipment schedule Complete plumbing plans identifying size and location of all DWV; site and storm; water and gas supply piping sizes and materials for all fixtures and appliances; grease interceptor location and capacity calculations 								
<p>Structural Plans – 2 sets At a minimum, the following must be provided:</p> <ul style="list-style-type: none"> Foundation plan with footing/slabbing references, shear wall schedule and details reference location Floor framing plan Roof framing plan Framing details Steel schedule (as applicable) 	X	X ¹	X ²	X ¹	X ³	X	X ⁴	
<p>Structural Calculation Reports – 2 sets At a minimum, the following must be provided:</p> <ul style="list-style-type: none"> Geotechnical reports (except for pools) Letter of foundation design review Steel schedule, as applicable 	X	X	X	X	X	X	X ⁵	
<p>Manufactured Truss Calculations – 2 sets At a minimum, the following must be provided:</p> <ul style="list-style-type: none"> Includes a truss-review letter signed by the engineer of record 	X	X ⁶	X ⁶	X ⁶	X		X	
Title 24 Energy Reports – 2 sets	X	X	X	X		X	X	
<p>Grading and Drainage Plan – 2 sets</p> <ul style="list-style-type: none"> At a minimum, the following must be provided: Grade and pad elevations Ground slope drainage and topography Location of retaining walls 	X	X						

Notes:

1. Structural plans for new residential building plan and residential master plans must also include a minimum of 2 building cross-sections in each direction.

2. Structural plans for Residential Addition and Remodel Plans must show both existing and proposed floor/roof framing plans, with the direction of framing, size (e.g., 2'x8'), spacing (16" on center), span (length between supports), and location/size of openings; complete bracing and support details between existing and new foundation, top plates and roof members; shear wall OR braced wall panel schedule, location, length and detail references; minimum of two building cross-sections in each direction (from foundation to roof) with insulation, foundation, flooring, ceiling height, roofing and load-path connections; complete foundation plan with footing/pier/grade or slab design and details.

3. Structural plans for Patio Covers and Similar Accessory Buildings must also identify complete roof framing with sizes/spacing of rafters, beams, girders, posts; distance between supporting posts; lumber species and grade; framing details at typical locations (beam to post, post to footing); method of attachment to existing structure. Structural plan must also include a foundation plan that depicts the new foundation, and identifies type, reinforcement, dimensions, post to foundation connections, and footing/slab details cross-references to plans.

4. When structural modifications are proposed for Tenant Improvement plans, the structural or framing plans must provide the appropriate plans for foundation, floor, and roof framing design; and framing detail plans depicting method of attachment and hardware.

5. Only required when structural modifications are proposed.

6. When using prefabricated trusses for new residential building plans or residential additions and remodel plans, must also include the roof/floor framing plan with truss ID number and manufacturer's name; truss splice details; connections and plate sizes; gable bracing/bridge; single line truss diagram with all vertical/lateral loads, including bearing points with reference to framing plan.

The requirements for building permit applications vary greatly by type. Below is a more detailed list organized by permit type that compliments the information provided in the table above.

- a) Cover sheet (for all projects), including at a minimum:
 1. Legal job address and Assessor's Parcel Number
 2. Owner name, address, and phone number
 3. Contractor
 4. Contact name, address, and phone number
 5. Title and registration information of project design professional
 6. Description of work (including applicable current codes)
 7. Type of construction
 8. Occupancy classifications
 9. If installing a fire sprinkler system, gross buildable area (square footage per floor)
 10. Zoning of subject property
 11. Index of drawings

- b) New Commercial Building Plan must also include the following:
 1. Proposed exiting system with all required exits/stairways/exit passageways identified;
 2. Area/occupancy load tabulations; identification and fire-rating listing details;
 3. Architectural and framing details including cross sections, bracing, and support; suspended ceiling plan and legend;

VII. BUILDING PERMITS

4. Exterior elevations identifying construction materials, wall covering specifications and fire rating, building height;
 5. Interior and exterior handicap accessibility elements.
- c) New Residential Building Plans and Residential Master Plans must also include:
1. Occupancy separation location and fire-rating details;
 2. Location of smoke detectors and emergency egress openings;
 3. Stair/handrail/guardrail/deck location and details;
 4. Framing details for fireplaces, post and girder intersections, roof eaves, gables, rakes;
 5. Floor/attic ventilation calculations;
 6. All exterior elevations identifying construction materials, wall covering specifications and fire-rating (depending on location), building height.
- d) Residential Addition and Remodel Plans must also include the following:
1. Existing and proposed work;
 2. If work includes an attached garage, show location of occupancy separation and fire-rating details;
 3. Smoke detectors and emergency egress openings in bedrooms;
 4. If a second story is proposed, show stair/handrail/guardrail location and details;
 5. Roof eaves, gables, rakes details;
 6. Floor/attic ventilation calculations;
 7. Minimum of two exterior elevations identifying materials, wall covering and building height.
- e) Patio Covers and Similar Accessory Buildings must also identify:
1. Adjacent rooms, door/window opening sizes and types within the existing dwelling (light/ventilation areas and bedroom emergency egress windows shall be maintained);
 2. Exterior landings; location of electrical outlets/switches/ light fixtures;
 3. Architectural and framing details including cross sections;
 4. Exterior elevations, materials, wall covering, building height.
- f) Tenant Improvement Plans must include:

1. Dimensioned floor plans identifying room uses, door/window keynotes, room finish schedules;
 2. Assembly seating plan;
 3. Proposed exiting system depicting all required exit elements such as corridors, exits, stairways, exit passageways;
 4. Allowable area/occupancy load tabulations;
 5. Identification and fire-rating listing details;
 6. Location and ratings of shafts, floor ceiling/roof assemblies;
 7. Stair/handrail/guardrail/deck location and details;
 8. Architectural and framing details for building cross-sections, wall bracing and mechanical supports;
 9. Suspended ceiling plan and legend;
 10. All interior disabled access elements (restrooms, door/wall signage, equipment clearances and mounting heights, door/hardware dimensions, counter heights, etc).
 11. If exterior work is proposed, plans must include elevations identifying construction materials, maximum building height and wall covering specifications.
- g) Swimming Pools and Spas must include the following:
1. Lot dimension; location of all existing building structures; public utility easements and utilities.
 2. Any existing/proposed retaining walls and drainage;
 3. Setback distances from all property lines and building structures to the swimming pool; include any glazing surfaces (provide tempered glazing for windows and doors less than 60-in above the pool side and within 5-ft to water's edge of pool;
 4. Enclosure information such as fences, gates, doors exiting to pool area (including garage doors) and exit alarm mechanism;
 5. Location of pool equipment (3-ft minimum to adjacent property lines), disconnects and breaker size;
 6. Receptacle outlets within 20-ft of the pool;
 7. Type of conduit (metal or plastic);
 8. Existing service panel and amperage (underground or overhead);
 9. Location and size for gas meter;

VII. BUILDING PERMITS

10. Location of A/C or other mechanical equipment within proximity of pool location (5-ft minimum distance or separated by a permanent barrier);
 11. Location of those bibs within 20-ft of the pool;
 12. Depth of pool.
- h) Self-contained (Portable) Hot Tubs and Spas must include the following:
1. Setback distances from all property lines and building structures to the hot tub/spa (if the self-contained spa or hot tub is equipped with a listed safety cover, the enclosure requirements noted above are exempted);
 2. Location of disconnects and breaker size;
 3. Receptacle outlets within 20-ft of the hot tub/spa;
 4. Type of conduit (metal or plastic);
 5. Existing service panel and amperage.

C.3. APPLICATION SUBMITTAL

Application submittal takes place at the front counter. Applicants submit the application to the Clerk-Receptionist. At the time of project intake, the Clerk-Receptionist will ensure that all necessary plans, applications, and other materials have been submitted per the Submittal Requirements Checklist, will enter the permit into the City's permit-tracking system, confirm the necessary deposit from the City costs schedule, collect the deposit, log the deposit in the deposits ledger, and prepare a deposit receipt. Two copies of the receipt are made and attached to the application, along with two copies of the check. The original receipt is provided to the applicant. The Clerk-Receptionist must stamp/date the application form, related forms, and all application materials prior to delivering to the Building Official.

Once application intake has been completed, the Clerk-Receptionist will route one copy of the plans to the Building Official, City Planner, and Fire Chief for their review. All other materials and copies of the plans will be given to the Building Official for the file or for structural review by the City Engineer, if deemed necessary.

C.4. APPLICATION ROUTING AND REVIEW

C.4.1. Overview

Each department – building, planning, and fire – will review the application in parallel based on the standards and codes within their jurisdiction as described below. At any time during their review, any department may request more information of the applicant in order to adequately review the proposed project. All correspondence is to be routed through the Building Official as the primary point of contact.

From the date of application submittal, the City has 30 days to review the application, deem the submittal complete, and issue an approval or denial. Typically, reviews can take anywhere from 7-15 business days, depending on the project; however, larger projects may take more time. Often, more than one submittal may be necessary. Applicants are advised to plan ahead with

regard to their construction schedules. The City will initiate review of a building permit application while other reviews and approvals (e.g., conditional use permit, site plan review, improvement plans) are pending and will hold on issuance of the permit until those approvals are complete. This can provide the applicant with an opportunity for integrated, streamlined review of the project by the City and give the applicant the ability to initiate work sooner.

C.4.2 Building Review

The Building Department reviews all proposed projects for consistency with the adopted City Building, Plumbing, and Electrical codes. The Building Official is responsible for ensuring that structures in the City are developed to the utmost level to guarantee public health and safety. If the plans comply with all relevant sections of the City adopted codes, the Building Official can stamp the plans approved. If the proposal does not comply with required standards, the Building Official must write a memo that outlines any issues with the proposal and attach the memo to the file and supply these comments to the applicant for review and modification of the plans.

The Building Official is also responsible for coordination of comments from Planning and Fire. Upon reviewing the project, all analyses of the permit application by other departments will be returned to the Building Official. If any concerns or mitigations have been proposed in the review process, the Building Official is responsible for contacting the applicant and coordinating with the applicant to ensure that the application satisfies all City standards. Throughout the entire process, the Building Official is the only point of contact with the applicant. Once the Building Official is satisfied that all conditions are met, he/she can proceed to collect the appropriate fees.

After all issues have been addressed, the Building Official will determine what final fees are required. Two types of fees can be collected at time of Building Permit issuance. The first is the Building Permit Fee. This fee is based upon the fee schedule outlined in the City adopted Building Code and are based on valuation of improvements. The second are impact fees, such as roadway impact fee, sewer hookup fee, school impact fee, etc. After the fees have been paid, the Building Official may issue the Building Permit.

C.4.3. Plan Check/Planning Review

The Planning Department reviews the application for “plan check”. This involves review of the application to determine if the permit is associated with any form of past planning approval or entitlement. If this is the case, the Planner must pull the relevant file and review it to assess condition compliance and whether any conditions of approval will apply to the permit application. In the case that any conditions apply to the project, a copy of the conditions of approval must be attached to the building permit application for use by other departments. All projects, both those with past conditions of approval attached to them and those without, must be reviewed against the Zoning Code. The Planner must verify that the project complies with required setbacks and height allowances.

After reviewing the application, the Planner must determine if the proposal complies with all relevant conditions and Zoning standards. If the proposal does comply as required, the Planner can stamp the permit as “Planning Approved.” If the proposal does not comply with required standards and conditions, the Planner must write a memo that outlines any issues with the proposal and attach the memo to the file. The Planner then returns all files to the Building Official. If there are any issues identified by the Planner, the Building Official will coordinate with the applicant to address any issues and obtain missing information.

VII. BUILDING PERMITS

C.4.4. Fire Review

The Fire Department reviews the proposal to determine compliance with the City's adopted Fire Code. If the Fire Official deems that the proposal complies with the City's Fire Code, he/she approves it. If the proposal is not in compliance with the City's standards, the Fire Official must write a memo that outlines any issues with the proposal and attaches the memo to the file. The Fire Official then returns all files to the Building Official. He is able to apply conditions on the approval of the permit if necessary. If there are any issues of non-compliance with fire standards, the Building Official will coordinate with the applicant to address any issues and ensure compliance with any conditions established by the Fire Chief.

C.4.5. Structural Review

If the scope of the proposal requires structural review, the City Engineer conducts the needed analysis. The City Engineer reviews the proposal to determine that all structural elements are designed correctly and that the building will support itself. The City Engineer can either approve the proposal, or write a memo outlining any issues or structural deficiencies. All files are returned to the Building Official, who coordinates with the applicant if any issues need to be addressed. Once all structural comments have been addressed, the structural plans may be approved.

C.5. FINAL REVIEW

After receiving comments from other City agencies, the Building Official conducts the final review of the project and prepares the project for Building Permit issuance.

C.6. PROJECT APPROVAL

Upon approval or conditional approval by all agencies and the Building Official's final review of the proposal to determine compliance with City standards, the Building Official can proceed to issue the building permit. At this point the Building Official notifies the applicant that the permit is ready for pickup. The Building Official then calculates any required fees and must collect these fees prior to the issuance of a building permit. The Impact Fee Calculation Worksheet used by the Building Official is provided in Appendix C. Fees may include traffic impact fees, school impact fees, police and fire impact fees, and park impact fees, among other. All fees are listed in Table VII.C-2 (City of Ione Impact Fee Schedule) and described below.

TABLE VII.C-2: CITY OF IONE IMPACT FEE SCHEDULE

Impact Fee	Rate	
	Residential	Commercial
Regional Traffic Impact Fee (adopted 10-1-07 by Amador County Transportation Commission)	\$3,059.00/unit	\$419/1000 sf
Local Traffic Impact Fee	3,074/unit	612/1000 sf
Fire Service	1,302.00/new unit \$0.25/sf for additions	12,760/acre of building (\$0.29/sf)
Police Service	\$1,263.00/unit	\$12,377/acre of building (\$0.28/sf)
Park & Recreation	\$3,284.00/unit	\$32,183/acre of building (\$0.74/sf)
City Administration Fee	\$1,056.00/unit	\$10,349/acre of building (\$0.24/sf)

VII. BUILDING PERMITS

- c) Structural framing completed
- d) Rough plumbing completed
- e) Rough electrical completed
- f) Exterior walls completed
- g) Interior drywall completed
- h) Final Inspection/Certificate of Occupancy

D.2. SCHEDULING AN INSPECTION

Two departments are involved in building inspections, the Building Department and the Fire Department. Prior to receiving a Certificate of Occupancy, the applicant must schedule a final inspection. The type of building permit will determine the appropriate inspection authority.

To schedule an inspection with the Building Official, the applicant must call to schedule an appointment a minimum of 24 hours prior to the desired inspection time. Same-day appointments are not granted. The appointment will be scheduled for a specified time and day, based on the Building Official's availability. If the work is not ready for inspection at the scheduled inspection time, the applicant must call before the appointment time to reschedule. If the Building Official arrives on the project site and a re-inspection is necessary or the applicant simply needs to reschedule the appointment, the applicant must call City Hall to reschedule. The Building Official cannot schedule new appointments away from the office on the project site. Appointments cannot be rescheduled for the same day; all rescheduling, like new appointments, is made at least 24 hours in advance.

To schedule an inspection with the Fire Official, a similar process applies. The applicant must call and leave a message to schedule an inspection. The call will be returned within 24 hours. At the earliest, appointments for inspection will be made 24 hours from the time when the Fire Official returns the call to the applicant. If the work is not ready for inspection at the scheduled inspection time, the applicant must call before the appointment time to reschedule. If the Fire Official arrives on the project site and a re-inspection is necessary or the applicant simply needs to reschedule the appointment, the applicant must call and again leave a message to reschedule. The Fire Official cannot schedule new appointments away from the office on the project site. Appointments cannot be rescheduled for the same day or next day; all rescheduling, like new appointments, will only be made for at least 24 hours from the time the Fire Official returns the applicant's phone call.

D.3. CERTIFICATE OF OCCUPANCY

Once the applicant has completed the structure and it is ready for occupancy, the Building Official will conduct a final inspection. If all aspects of the project are completed to the satisfaction of the Building Official, a Certificate of Occupancy (COO) shall be issued. The COO is not issued until the applicant has complied with all conditions of the project approval and City standards. In some instances, the Planning Department may need to approve the final inspection of the project prior to the issuance of the COO, depending on the conditions of approval for the project. The COO provides authorization to the applicant and owner that the building is ready for occupancy. A structure must be issued a COO in order to be occupied.

D.4. FILE CLOSURE

Once the COO has been issued, the Building Official must update the status of the project in the project file, both the hard copy and in the electronic permit system. All project files must be kept together within the hard copy of the project file. The project is closed out and the hard copy is archived in the City's files for future reference.