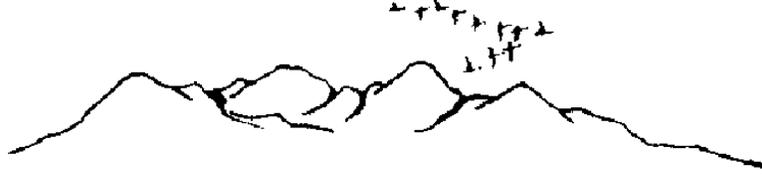


# ***THE CITY of YUBA CITY*** ***COMMUNITY DEVELOPMENT DEPARTMENT***



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## **HOW TO OBTAIN A BUILDING PERMIT**

### **COMMERCIAL AND INDUSTRIAL STRUCTURES**

#### ***Permit Application***

1. Obtain a building permit application packet from the building department:
  - a. Complete the application and sign where applicable. Owner must be the record owner of the parcel; If you are the lessee you must have a copy of the lease agreement.
  - b. **When other than the owner or licensed contractor is signing for the permit, a notarized Letter of Authorization is required, giving authority to sign as an agent.**
  - c. General contractors and sub-contractors must obtain a City's Business License.

#### ***Submittal Documents:***

1. Design Engineer's Structural Calculations.
2. Title 24 Energy Calculations and Forms.
3. Engineer's Soil Report containing site conditions and compaction reports.
4. For those projects requiring Special Inspections per Sec. 1701 of the U.B.C., submit a completed Special Inspection and Testing Agreement.
5. Owner's obtaining a permit must read and sign the Owner-Builder Verification form.
6. Structures being altered, remodeled, or added on to must complete an Asbestos Notification Statement.
7. Completed Hazardous Materials Survey form (when applicable).
8. A School Certificate must be submitted for all new construction, including additions. The School Certificate of Compliance form can be obtained from the Yuba City Unified School District office or their website.

#### ***Plans Required***

- Two (2) wet stamped and signed plan sets (18"x24" to 36"x48") drawn to scale and dimensioned along with all supporting documents and calculations submitted to the Building Department
- One electronic plan submittal of all plan submittal documents; Acrobat 9 or higher PDF format. The media type for electronic plan submittal can be either CDRW/DVD or USB memory stick - no zipped files.

Fire sprinkler and alarm plan submittals are not deferrable and must be submitted directly to the Yuba City Fire Department; they require one original wet stamped and signed plan set along with one electronic copy in Acrobat 9 or higher PDF format on CDRW/DVD or USB memory stick – not zipped files.

We **do not** route to the Sutter County Environmental Health Dept., you will need to submit a separate plan to them if the project requires Environmental Health Department approval.

***Commercial plans to be designed by a licensed professional unless considered to be an exempt structure in accordance with Business & Professions Code Section 5537 (a).***

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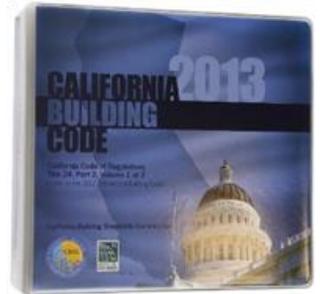
**COMMERCIAL BUILDING PLAN REQUIREMENTS**

THE BUILDING DEPARTMENT WILL NOT ACCEPT AN APPLICATION FOR A COMMERCIAL BUILDING PERMIT UNLESS THE MINIMUM CRITERIA LISTED BELOW ARE MET. WET SIGNATURE MUST BE ON ALL DOCUMENTS BY DOCUMENT MAKER.

1. **A SITE PLAN** (MINIMUM SCALE 1"=20'). This site plan must show the entire parcel with lot dimensions. It must show the proposed structure (with all projections and dimensions) and all existing structures. This plan must show all easements and utilities to curb. This plan must show all distances to property lines and/or easements and between other existing structures. Indicate North arrow. Provide parking layout, driveways, photometric lighting analysis and location of all fencing.
2. **COVER SHEET.** Provide name, title, registration, address and phone number of registered design professional in responsible charge. Provide same information for all other design professionals involved in the plan preparation. Indicate property address and property owner's name, address and phone. Specify applicable codes and editions, description of work, occupancy, type of construction, occupant loads per use, gross area (by floor and occupancy, with totals), building height, and index for drawings.
3. **GRADING AND DRAINAGE PLANS.** Indicate tops and toes of slopes.
4. **OFF SITE IMPROVEMETN PLAN.** Street paving, curbs and gutters, bus stops, sidewalks, etc.
5. **LANDSCAPING PLAN.** Show irrigation plan and detailed planting schedule. Show accessory structures, walkways, decks, etc.
6. **ARCHITECTLURAL AND STRUCTURAL PLANS.** Provide the following plans: foundation, floor and roof framing plans, seating plans, exterior elevations, structural material specifications, structural and architectural details (window and door: head, sill and jamb; flashing: vertical junctures of intersections; roof: eaves, overhangs, rake and gables; floor changes: elevation changes and material changes; handrails and guardrails (and their support); structural sections with details (from roof to foundation); details of all fire rated assemblies including penetration protection and section of fire rated corridor. (Provide scale for all drawings.)
7. **HVAC, ELECTRICAL & PLUMBING PLANS.** HVAC equipment and duct location, layout of fire damper, electrical outlets, switches, fixtures, service panels size and ground, sub-panel location and load. Plumbing fixtures and design schematic for drainage, supply, and gas lines. Single line diagrams, panel schedules and load calculations. Sprinkler plan and hydraulic calculations.
8. **PRE-FAB TRUSSES.** Submit roof-framing plan with truss ID numbers. Provide details of splices, connections, plate sizes and gable bracing and bridging. Truss specifications must be wet signed by **both** the Truss Designer **and** by the Project Engineer. Provide single line truss diagram with all vertical and lateral load including bearing points shown with reference to the framing plan.
9. **TITLE 24 – ENERGY.** As part of the plans, submit a drawing page with the CF-1 form (with all required signatures), back-up forms, heat gain/loss calculations and mandatory features.

**Applicable Codes**

<u>Code Edition</u>	<u>Effective Date</u>
2013 California Electrical Code <i>(Based on the 2011 National Electrical Code)</i>	January 1, 2014
2013 California Building Code <i>(Based on 2012 International Building Code)</i>	January 1, 2014
2013 California Mechanical Code <i>(Based on 2012 Uniform Mechanical Code)</i>	January 1, 2014
2013 California Plumbing Code <i>(Based on 2012 Uniform Plumbing Code)</i>	January 1, 2014
2013 California Fire Code <i>(Based on 2012 International Fire Code)</i>	January 1, 2014
2013 California Energy Code	January 1, 2014
2013 California Administrative Code	January 1, 2014
2013 California Historical Code	January 1, 2014
2013 California Existing Building Code	January 1, 2014
2013 California Referenced Standards Code	January 1, 2014
2013 California Green Code	January 1, 2014
2012 Uniform Swimming Pool, Spa, and Hot Tub Code	January 1, 2014



**Community Development Department & Related Agencies**

Community Development Department front counter hours of operation are 8:00 AM to 4:00 PM Monday through Thursday and every other Friday. Building Inspector office hours are 3:00 PM to 3:30 PM. Community Development office hours continue to 5:30 PM Monday through Thursday and 5:00 PM every other Friday.

**Building Division Staff Directory:**

<u>Division Staff</u>	<u>Name</u>	<u>Telephone No.</u>	<u>E-Mail</u>
Com. Dev. Director	Aaron Busch	822-4700	<a href="mailto:abusch@yubacity.net">abusch@yubacity.net</a>
Plans Examiner	Mike Campos	822-4758	<a href="mailto:mcampos@yubacity.net">mcampos@yubacity.net</a>
Building Inspector II	Perry Laswell	822-5195	<a href="mailto:plaswell@yubacity.net">plaswell@yubacity.net</a>
Community Dev Tech II	Terry Kopp	822-5145	<a href="mailto:tkopp@yubacity.net">tkopp@yubacity.net</a>
Community Dev Tech II	Tammie Rikard	822-5190	<a href="mailto:trikard@yubacity.net">trikard@yubacity.net</a>

**Other Related Agency Contacts:**

<u>AGENCY</u>	<u>TYPICAL REQUIREMENTS</u>	<u>PHONE NO.</u>
Yuba City Planning Division	Parking, Landscaping, Use Permits, Signs, Etc.	822-4700
Yuba City Public Works	Driveways, Sidewalks, Water and Sewer Connections, Off-Site Improvements, Traffic Counts, Drainage, etc.	822-4626
Yuba City Fire Department	Fire Sprinkler & Alarm Systems	822-4714
City Finance Department	Utility Billing, Business License	822-4618
Economic Development	Special Zones	822-4601
Yuba City Unified School Dist.	Developer Fees	822-7621
PG & E	Service and Meter Locations	634-6477
AT&T Telephone	Telephone Service Locations	741-9703
Comcast	Cable Service Locations	674-9093
Sutter County Public Works	Zone Drainage Fees	822-7450
Sutter Co. Environmental Health	Food & Drink Establishments	822-4700

## Inspection Process:

One day advance notice is required for inspection scheduling. Our inspection request line is a voice mail box which can be accessed 24 hours a day, however, you must request your inspection by 5:00 PM the preceding business day. We cannot accommodate specific times nor early or late requests.

***Your permit card and approved plans must be made available at the time of inspection.*** If you are not ready for the requested inspection when the inspector arrives you will need to call and reschedule for the next day. Inspectors will not return to a job site the same day.

**Our 24-hour building inspection scheduling line is:  
(530) 822-4901.**

Your inspection request message must include the following (in this order please):

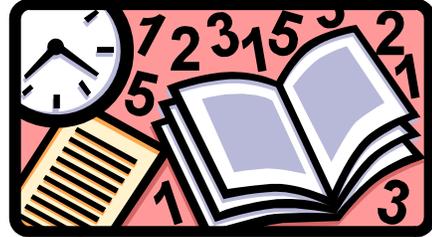
- PERMIT NUMBER
- STREET ADDRESS
- TYPE OF INSPECTION
- DAY/DATE

You may also leave a contact number and/or special instructions if you feel it is necessary. Please do not request a call back to confirm that your inspection has been scheduled. As long as you call your inspection in before 5:00 PM the business day before you need it and you provide all the information noted above, your inspection will be scheduled as you specify. We will also not be able to call you back to give you an estimated time of when the inspector will be there or to give you advance notice of the inspection.

**YOU ARE RESPONSIBLE TO PROVIDE ACCESS TO THE INSPECTOR FOR THE INSPECTION. If you are unable to be there, you will need to leave a note giving the inspector permission to enter and a key or unlocked door or gate.** Additionally, inspectors will not enter backyards when dogs are present or enter houses when only minors are present. Inspectors do not carry ladders, therefore ladders must be provided when necessary to perform the inspection.



## The Building Permit Process & Time Lines:



### **PLAN REVIEW – 1<sup>st</sup> Review**

Plan Review – Subsequent reviews (re-checks)

3 Weeks (15 Working Days)

1 Week (5 Working Days)

### **EXPIRATION OF PERMIT APPLICATION**

Permit application will expire 6 months after plan submittal if a building permit is not issued.

### **CODE EFFECTIVE DATES**

The codes that are in effect at the time of permit application submittal will apply to the permit.

### **BUILDING PERMIT EXPIRATION**

A building permit will expire after 6 months of non-activity. Once a building permit is issued, work must progress and inspections must be called for at least every 180 days to maintain permit activity.

### **INSPECTIONS**

One day advance notice is required when scheduling an inspection. An inspection must occur within 6 months of permit issuance or within 6 months of the last inspection to avoid expiration of the permit. A final inspection is required on **all** permits when all work is completed. If no final inspection is requested, the permit will expire and become void.

### **NOTICE OF NON-COMPLIANCE**

In the event a building permit expires with no final inspection approval, a Notice of Non-Compliance will be filed against the property.

### **FINAL INSPECTION APPROVAL**

A certificate of occupancy (when applicable) will be issued on the date of the final inspection approval.

## **BUILDING PERMIT FEES:**

Building permit fees are based on the project valuation, which includes material and labor. The valuation will be established by the building official by utilizing either the contract price provided by the applicant or calculating the value according to the currently published valuation data provided by the Building Safety Journal. Your building permit information packet will include a fee calculation sheet to assist you in determining your approximate permit fees. The permit fees will be accurately established as part of the plan review process. The only fees which are not included as part of the building permit are the school district fees which apply for any new construction or additions over 500 square feet.



## **FEE COLLECTION PROCESS:**

The permit fees are collected in stages as follows:

<b>PLAN REVIEW FEE</b>	At building permit application.
<b>BUILDING PERMIT FEES</b>	At permit issuance.
<b>IMPACT FEES</b> (Applicable to new construction only)	May be paid at permit issuance or prior to final inspection. Please note that gas tags will not be issued if impact fees are due.

## **METHOD OF PAYMENT:**

We accept check, cash, visa or master card.

**\* All fees collected are the fee amounts in effect on the date paid.**