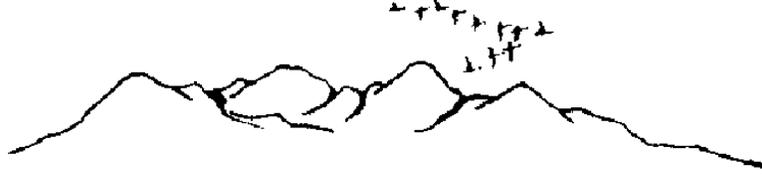


# ***THE CITY of YUBA CITY*** ***COMMUNITY DEVELOPMENT DEPARTMENT***



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

### **RESIDENTIAL STRUCTURES**

Single Family Dwellings, Residential Additions and Alterations  
and Miscellaneous Accessory Buildings

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

1. Obtain an application packet from the building department:
  - a. Complete the application and sign where applicable. (Signature must be witnessed by office personnel.) (Owner must be the record owner of the parcel; If lessee, he/she must have copy of lease.)
  - b. **When other than the owner or licensed contractor is signing for the permit, authorization of agent to act on owner's behalf must be provided in the form of either a notarized written authorization or a copy of the owners driver's license provided along with the written authorization for signature verification.**
  - c. General contractors and all sub-contractors must obtain a City Business License.

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

1. Owner must read and sign Owner Builder Verification.
2. Asbestos Notification Statement must be completed and signed for demolition, alteration or addition permits.
3. Certificate of Compliance from the School District (located at 750 Palora Avenue, Yuba City) must be provided **for all additions or new construction**.

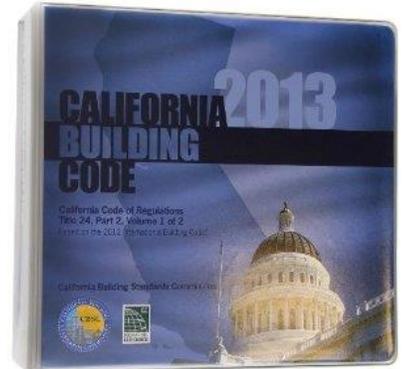
#### ***Plans Required***

- Submit 2 Complete sets of construction plans, plus one electronic plan submittal; 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. The plans shall contain the following:
  1. Plot Plan (Site Plan) (minimum scale 1"=20') - *see example*
  2. Construction Drawings (Include: Foundation, Floor Plan, Framing, Roof, Electrical, Mechanical, Plumbing and Exterior Elevations)
  3. Structural Calculations (if engineered design)
  4. Truss Calculations (if using manufactured trusses)
  5. Energy Compliance Documentation/Energy Calculations

*Note: Plans must identify the project address, include the property owners name and address, and be signed by the person who drew the plans.*

**Applicable Codes**

<u>Code Edition</u>	<u>Effective Date</u>
2013 California Building Code	January 1, 2014
2013 California Residential Code	January 1, 2014
2013 California Electrical Code	January 1, 2014
2013 California Mechanical Code	January 1, 2014
20103California Plumbing Code	January 1, 2014
2013 California Fire Code	January 1, 2014
2013 California Energy Code	January 1, 2014
2013 California Administrative Code	January 1, 2014
2013 California Existing Building Code	January 1, 2014
2013 California Referenced Standards Code	January 1, 2014
2013 California Historical 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:**

<b>AGENCY</b>	<b>TYPICAL REQUIREMENTS</b>	<b>PHONE NO.</b>
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	822-4619
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.



## **INSPECTION PROCEDURE FOR RESIDENTIAL PROJECTS**

The Uniform Building Code, adopted by Yuba City, requires that no work shall be done on any part of the building or structure beyond the point indicated in each successive inspection without obtaining the written approval of the Building Official.

Note: After receiving your building permit, the following inspections must be called for and approved by the Building Inspector before proceeding. Please telephone your request for inspection 24 hours in advance.

1. Ground/Under-floor Plumbing Inspection:  
This is an open trench inspection. The drainage pipe is required to be on test either a 10' head of water or a 5-PSI air test. All under-slab water supply lines are required to be installed and under working pressure or a minimum 50 PSI air test.  
**DO NOT COVER any piping prior to inspection.**
2. Foundation Inspection:  
This inspection is made after the trenches and pier footings are excavated. All form work, steel reinforcement and hold-downs are in place. The electrical service conduit and under ground are in place. All property corners are to be marked.  
**This inspection is required BEFORE any concrete has been poured.**
3. Pre-slab Inspection:  
This inspection is made after all plumbing trenches have been filled. All sand, reinforcement and vapor barriers have been installed per plan. All slab ties are properly adjusted for clearances.  
**This inspection is done prior to pouring concrete.**
4. Girder Inspection (for Raised Floors):  
Install all floor joists, girders and support posts. Install and test all under-floor plumbing such as drain lines, water supply and gas lines. Install any under-floor ducting. All hold-downs and all treads must be in place and properly installed.  
**This inspection is done prior to the sub-floor (plywood) being laid.**
5. Under-floor Insulation Inspection:  
This inspection is made after all floor insulation has been installed. **Prior to sub-floor being laid.**
6. Pre-wrap Inspection:  
This inspection is made after all exterior sheathing, hold-downs and roof sheathing is installed. All shear transfer components are in place and required strapping.  
**This inspection is done before the roof covering or exterior siding has been installed.**
7. Framing Inspection:  
The structure shall be roofed or stacked when using tile. Electrical shall be roughed-in and sub-panel grounds and neutrals made-up. Plumbing shall be topped out and on test, gas lines installed and on test and water supply complete and on test. Rough mechanical – ductwork installed, flues and chimneys, mechanical vents, and interior units set. Structure must be weather tight - windows installed and exterior lath/siding complete.  
**The inspection is made prior to placement of wall and ceiling insulation.**
8. Wall and Ceiling Insulation Inspection:  
This inspection is made after wall insulation and ceiling “Batts” insulation is installed and penetrations sealed.  
**This inspection is done prior to drywall being installed.**
9. Gypsum Wallboard Inspection:  
This inspection is done after the wallboard has been installed including wallboard used as bracing.  
**This inspection is done prior to any taping or texturing of the wallboard.**
10. Stucco Inspections:  
Scratch coat shall be inspected after curing has taken place, **before second coat.** Brown coat (on 3 coat systems) to be inspected after coat has cured and **before final coat.**
11. Final Inspection:  
To be made after structure is complete and all regulations are satisfied.  
**This inspection is made PRIOR to building being occupied.**

## 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.

### **FEES & CODE EFFECTIVE DATES**

The fees and 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 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 Building Standards valuation data. 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.**