

**City of San Pablo
Community Development Department
Building Inspection Division
Plan Review & Permit Requirements**

Table of Contents

- General Requirements
- Application & Processing Procedures
 - Plan Requirements – general
 - Single Family Structures
 - Commercial & Multi-family residential structures
- Procedure During Construction

Attachments

- Instructions for Public Works Permit Applicants
- Public Works Dept. Plan Review Checklist (applies even when a Public Works permit is not needed)
- City of San Pablo General Notes for Site Work (for Commercial & Multi-family residential projects)
- Sample Public Works Permit Inspection Card
- Basic Inspector's checklist for work in public right-of-way

General Requirements

To assist you in preparing your plans and permit specification, we have prepared the following information:

The City of San Pablo, by Ordinance, has adopted the following codes:

**2007 California Building Codes
2007 California Electrical Codes
2007 California Mechanical Codes
2007 California Plumbing Codes**

The ordinance also list exceptions from, and additions to the above codes. All construction on private property within the city of San Pablo comes under the provisions of the foregoing ordinances. The codes listed above can be secured

from book stores or may be examined at the office of the City Building Official, and some Public Libraries.

PERMITS REQUIRED

A building permit is required for:

1. Any new building or structure, or any addition, alteration or repair of existing building.
2. Decks greater than 30" above grade, patio covers, carports, fences over six (6) feet high, fences less than six (6) feet if constructed of masonry or concrete.
3. Retaining wall over three (3) feet high from top of footing to top of wall, any retaining wall regardless of height which carries superimposed loads, such as loads from building foundations or a steep slope upward behind the wall. (Note: this is more restrictive than the CBC)
4. Swimming pools.
5. Residential accessory building having a floor area greater than 120 square feet.
6. Re-roofing.
7. A demo permit is also required to move, or demolish any structure.
8. Separate permits must be secured for plumbing, heating and electrical work, including installation of fuel tanks and temporary power poles, in addition to any required building permit.
9. If work will require sidewalk or driveway work (new, repair or modification, or installation of curb drains), a Public Works Dept. permit is required. Refer to attached Instructions for Public Works Permit Applicants

GRADING PERMITS

Grading permits may be required as set forth in Appendix Chapter 33 "Excavation and Grading" of the California Building Code. Grading and trenching normal to construction by a valid building permit does not **usually** require a grading permit. Check before commencing work.

DRAINAGE PERMITS

CHAPTER 13.04 of the San Pablo Municipal Code requires permits on any onsite drainage emptying into a City storm drain system (including gutters). Plans must be submitted for review.

EXPIRATION

Building permits expire by limitation and become null and void if the work authorized is not commenced within 180 days from the date of permit, or if the work authorized is suspended (inspection lapse of 180 days will also cause a permit to become null and void).

WORKER'S COMPENSATION

Section 3800 of State Labor Code required that each applicant have a copy of the Certificate of Insurance prior to issuance of a permit or that we have a statement certifying that you will not employ any person in any manner so as to become subject to the Worker's Compensation laws of the State of California. If the policy is one that states "good until canceled" the City of San Pablo must be named on the certificate as one who will be notified if cancelled.

BUSINESS LICENSE

Each contractor and subcontractor is required to have a current City of San Pablo business license before issuance of a building, mechanical, plumbing or electrical permit. Said contractor/subcontractor shall further submit to the Building Division a list of names, addresses, and telephone numbers of all individuals, businesses or subcontractors who will be doing business within the City limits of San Pablo as a result of said permits.

APPLICATION & PROCESSING PROCEDURES

A permit shall be taken out for the work by the property owner or a licensed general contractor. A licensed general contractor may obtain plumbing, mechanical, or electrical permits as outlined in Contractor License Law and reference book, Chapter 12, Section 7057(B). Any or all of the above permits may be obtained by the property owner (except within the public right-of-way and public street –refer to attached "Instructions for Public Works Permit Applicants"). With the exception of certain repair of minor construction work, plans must be submitted prior to applying for a permit.

Permits shall be applied for at the City of San Pablo Building Inspection Division. Following the submission of plans and payment of the plan review deposit, the plans are reviewed by the Planning and Engineering Divisions. Upon approval by these departments, the plans are then reviewed by Building Inspection Division for compliance with building code requirements. After the required corrections, if any, have been made to the plans and all other conditions from other department and agencies have been satisfied, a permit may be issued.

PLAN REQUIREMENTS – GENERAL

All plans shall be signed by the person(s) who drew them.

Please check your plans with the following list to insure that all the required items are shown before submitting for plan review.

1. For new building or additions affecting a lot line a plot survey (three (3) copies prepared by a State Registered Civil Engineer or State Licensed Land Surveyor) shall be a portion of the application.
2. A topographic grading plan is required for hillside lots or where grading is planned outside the building footprint.
3. The plot plan shall be drawn to scale, and shall include the following.
 - a. Outline of lot, showing length and direction of all lines.
 - b. Elevation of ground at all corners, curb or edge of street paving, at principal corners of the building(s) and at significant points of change of slope.
 - c. Where grading is to be done, both original and final elevation shall be given. Elevations may be relative to as assumed elevation at any point.
 - d. Elevation of the main floor of the structure relative to the same point shall also be shown. A contour map of the site may meet these requirements.
 - e. An accurate profile is required for any driveway with a slope of over 15%.
 - f. A north arrow.
 - g. The name of any abutting street.
 - h. The approximate distance of a corner to the property from some intersecting street or other identifiable locality.
 - i. The outline of the proposed structure with distances from each property line and from existing buildings.
4. Structural and architectural drawings shall be drawn to identified scale and shall include the following as may be applicable.
 - a. Address of work.
 - b. Statement of who drew plans, signature, address and phone number(s).
 - c. Foundation plans.
 - d. Elevations.
 - e. Cross sections and framing details with dimensions to show how the structure will be constructed. (In particular, framing details shall show all essential members and their size and location. Size, span and spacing of beams, joist and rafters shall be shown.)
 - f. Fireplace details, including locations of reinforcing steel.

- g. Rise and run of stairs.
 - h. Railings and connections.
 - i. Size and openings of windows.
 - j. Location of main electric and sub panels.
 - k. Garage, bathroom, kitchen and exterior GFCI outlets.
 - l. Lights, switches and wall outlets.
 - m. All plumbing fixtures.
 - n. Heating equipment, location, size and type of fuel.
 - o. Insulation thickness and "R" value per Title 24 requirements.
 - p. Foundation and attic ventilation to comply with CBC.
5. Title 24 energy calculations are to accompany plans for building(s) having heating and/or cooling. Dwelling addition require additional heat source.
 6. Dwellings more than one story in height and all commercial building shall be accompanied by wind and seismic calculations prepared by a Licensed Civil Engineer.
 7. Indicate if the structure is within the FEMA 100-year floodplain (ask City to check location in FIRM map)
 8. Refer to attached Public Works Dept. Plan Review Checklist (applies even when a Public Works permit is not needed)

Single Family Structures:

Building Plan owners may request, upon submittal for plan review to the City of San Pablo, parallel submittal of plans. The plan owner shall have the responsibility to assure all required stamps from agencies are submitted to the City of San Pablo prior to permit issuance.

It shall be the responsibility of the plan owner to provide the City (3) sets of plans incorporating any changes to original submitted plans by any agency requiring review prior to permit issuance.

For the construction of new Single family structures or the addition of space to existing single family structures, applicants must contact:

1. West Contra Costa Unified School District A stamp will be affixed to the three sets of plans. West Contra Costa Unified School District form letter will be given to the applicant to deliver to this office.

2. West Contra Costa County Sanitary District (Sewer Connection). District A stamp will be affixed to the three sets of plans. West Contra Costa Sanitary District form letter will be given to the applicant to deliver to this office.

Commercial & Multi-Family Residential Structures

Building Plan owners may request, upon submittal for plan review to the City of San Pablo, parallel submittal of plans to the Fire Department, Health Department, and Sanitation District and School District. The plan owner shall have the responsibility to assure all required stamps from agencies are submitted to the City of San Pablo prior to permit issuance.

It shall be the responsibility of the plan owner to provide the City (3) sets of plans incorporating any changes to original submitted plans by any agency requiring review prior to permit issuance.

Each application for a building permit for new construction or an addition to commercial property will require:

1. Plans examined and stamped by the **Contra Costa County Environmental Health Department** (food handling).
2. Plans examined and stamped by the **Contra Costa Fire District** (any change to commercial property including new construction).
3. Three (3) copies of a plot survey (survey sheet).
4. Three (3) copies of plot plan.
5. Three (3) copies of the energy calculations prepared on the forms printed in the energy Design Manuel published by the energy Conservation Commission of the State of California. LTG-1 and LTG-2, CF-1R, and MF-1R calculation sheets to be also shown on the plan sheet.
6. Wind and seismic calculations as required for pedestal and pylon signs.
7. Wall sign plans showing method of attachment and that signs are "UL" approved.
8. All commercial buildings must be designed by a State Registered architect or engineer.
9. Applicant shall include the attached "City of San Pablo General Notes for Site Work" in the plan set (available electronically if needed)
10. Path of access diagram

PROCEDURE DURING CONSTRUCTION

When the permit (including Public Works permit, when required) is issued, the applicant will receive the permit and one set of drawings stamped with the Chief Building Inspectors approval. **The approved drawings must be kept on the job at all times and available to the building inspector at each inspection. The permit(s) shall be kept or posted on the job where it can readily be found by the inspector.**

It is unlawful to pour any concrete foundations or to cover or conceal any framing, plumbing, electrical, mechanical work or insulation until the work has been inspected and approved. When foundation forms are inspected, setbacks from property lines will be checked. Property lines must be sufficiently marked so that this check can be made readily. Approval will normally be indicated by a signature on the permit card. Do not assume that work has been approved merely because an inspector has been there. Check for this signature on the card. If in doubt, call the office. When the work is ready for inspection, the person doing the work should telephone the City of San Pablo Building Department for an inspection. The City of San Pablo will provide a list of only required inspection upon request.

When a Public Works permit is required, separate inspections must be scheduled by the Applicant, as marked on the Public Works permit documents (see attached Sample Public Works Permit Inspection Card). Certificate of Occupancy will not be issued until all inspections, including Public Works, are finalized. A basic inspector's checklist that generally applies to work in the public right-of-way is attached for reference.

Please note, the City of San Pablo Building Inspection will require:

3 sets of plans	3 sets of specifications
3 sets of structural calculations	3 copies of soil reports
3 sets of Title 24 Energy Calcs	3 copies of foundation report from Engineer

Required Approvals prior to Submission

**Contra Costa Fire District
2010 Geary Blvd.
Pleasant Hill, CA
925-941-3300**

**Contra Costa County Environment Health
2120 Diamond Blvd. #200
Concord, CA
925-646-5335**

**West Contra Costa Waste Water District
2910 Hilltop Dr.
Richmond, CA
510-222-6700**

**West County School District
1300 Potrero Ave.
Richmond, CA
510-412-4364**