



Building Permit

City of Waterford



City of Waterford

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written request for a one time extension before the 180th day. If this period ends without your picking up your permit, you will lose your plan check fee. After the permit has been issued to you, you have 180 calendar days from the date it was issued to start work on your building and call for an inspection by the Building Division. You may submit a written request for an extension on the building permit deadline before the 180th day.

INSPECTIONS

At each stage of construction you will be required to call or fax a request to the Building Division for an inspection. The Building Division requires **twenty four hours** advance notice for all inspections. Specific times of the day cannot be scheduled. The types of inspection required are on the back of your copy of the Building Permit.

CHANGES

After a permit has been issued, any changes to the plans must be approved by the Building Division. Two sets of the proposed changes must be prepared by the architect, engineer or plan preparer and brought in for our review.

SUMMARY OF PROCESS

1. File permit application with plans.
2. Plans are reviewed by a Building Plan Checker- referred to other departments if necessary.
3. Plan Checker tells you about any changes that need to be made to the plans.
4. You correct plans and resubmit (if corrections are required).
5. Plans undergo second plan review.
6. When all corrections are completed,

plans approved and building permit ready for issuance.

7. Pay fees and pick up permit.
8. Start construction - call for inspections.
9. Construction of the proposed work is inspected by the Building Inspector during all phases of the project. Upon successful completion of the final inspection, a certificate of occupancy will be issued.



Building Permits

You need to get a Building Permit for any new construction, addition, change or repair to a building (including re-roofs, fireplaces, swimming pools, carports, etc.). Only a licensed contractor or an owner-builder may get a building permit. You can file a single Building Permit application for all work on a project including building, electrical, mechanical, plumbing, etc.

HOW TO GET A BUILDING PERMIT

If you need Planning Division approvals (such as design review or use permit), you must apply for them before, or while applying for your building permit.

The first step is to fill out a Building Permit Application form. Next, file the application with the City Building Department. Your application needs to include three complete sets of plans.

The plans must include the following:

Plot Plan: Draw the perimeter of entire parcel. Show all parcel dimensions to scale. Show all existing and proposed buildings. Show the front, side and rear dimensions. Show the lot lines, distance to property lines and other buildings. Show finish and existing ground

slope. Show all easements, envelopes, and special requirements of the subdivision as shown on the final map and improvement plans.

- **Floor Plan:** Completely dimension and show location, size and use of each room. Show the location and size of windows and doors. Show electrical outlets, plumbing and heating fixtures. floor area, window area and furnace size on plans. Show energy features and compliance requirement.

- **Foundation Plan:** Completely dimension plan, including interior footings and fireplace support. Label porches, patios, planters, garage, etc. Show post straps and tie-downs where required.

- **Elevations:** Minimum of North, South, East and West four elevation views showing all openings, exterior finish, original and finish grade, stepped footing outline, roof pitch and material.

- Framing plans for floors and roof.

- **Cross Section:** Provide true section through building showing structural elements, fireplace section, other sections as needed, earth-to-wood clearances and floor to ceiling heights.

- **Details:** Submit foundation, floor, walls and roof details, beam connections, support of beams at fireplace, etc., special details as required.

All plans require signature of person responsible. A licensed professional must sign certain specific plans or conditions.

Other information required:

- Two sets of signed energy calculations,

when appropriate.

- Two set of structural calculations, when suitable.

- One set of specifications and engineering calculations, when appropriate.

One soils report, if applicable and the soils engineer's foundation plan review letter.

Leaving any of the above out of your application may cause delays in plan checking. It also may cause us to return your plans due to insufficient information.

CONDITIONS TO MEET BEFORE BUILDING PERMIT IS ISSUED

- Any conditions of approval (such as right-of-way dedications, etc.) Must be met and any associated fees must be paid.

Any required planning actions, such as design review or use permit, must be complete, and conditions of approval addressed.

FEES

All plan check and permit fees are based on the value of the project. The project total is the value of all the construction that the permit is issued for. This includes all finished work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, overhead, any other permanent work or permanent equipment, paving and profit.

The types of fees mentioned below are not all inclusive.

1. No Fees Due When Filing Application

2. Fees Due When Permit is Issued

When the permit is issued you must pay a

Building Permit fee. Additional fees may include plan check fees, plumbing fees, electrical fees, SMIP (seismic impact) fees, sewer connection fee, water connection fee, city impact fee, county impact fee, park impact fee, and storm drain fee where applicable. You may also be responsible for the fire and school impact fee.

ISSUANCE OF BUILDING PERMIT

When your plans are checked and approved and you have met any related conditions of approval, your permit is ready to be issued. You will be contacted to come to the office, pay the fees, and pick up your permit. An owner-builder must sign the form in person. Contractors may authorize an employee to sign building permits. This authorization must be given in writing.

If the owner or contractor intends to hire anyone to work on the project, she/he must provide a certificate of Workers' Compensation Insurance. This certificate needs to name the City of Waterford as a certificate holder. This certificate, with a current expiration date, must be on file before the permit can be issued. Contractors must present evidence of a current contractor's license (pocket card) and must have a current City of Waterford business license at the time of permit issuance. An approved copy of the plans must be kept at the job site.

TIME LIMITS

You must pick up your permit within 180 calendar days from the date you applied for it. You may submit a