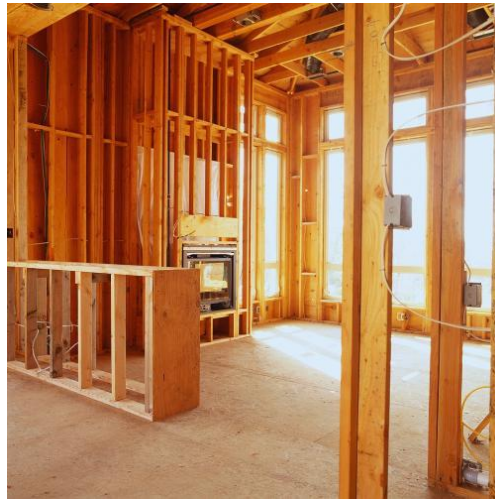




City of Vallejo Building Division

HOME OWNERS GUIDE



PERMIT & INSPECTIONS

SINGLE FAMILY DWELLINGS

A FEW WORDS ON THE IMPORTANCE OF PERMITS AND INSPECTIONS

This booklet provides you with the information you need to get started in the process of obtaining permits and inspections for repair, remodeling or adding on to your single family home.

Obtaining a permit and inspections for construction on your home is required by law and provides important documentation in the event you sell or refinance the property.

The Building Division will help you through the permit process and provide you with valuable information on codes and ordinances, construction practices, and property data.

Hiring a Contractor

Construction contractors in the State of California are required to be licensed by the California State License Board (CSLB). The CSLB can provide you with information about a contractor at their toll-free number:

(800) 321-2752

The Building Division can provide you with an informative Brochure called "Selecting A Contractor and Who Can Prepare Plans"

Central Permits Center

Hours: Monday through Thursday 8:30 am – 12:00 Noon & 1:0 pm – 4:30 pm
Fridays 8:30 am – 12:00 Noon, Permit Counter closed in the afternoon every Friday.

555 Santa Clara Street
Vallejo, CA 94590
Second Floor

Phone (707) 648-4374
Fax (707) 552-0163

For general information and assistance, call the Building Division at:

(707) 648-4374

THE CONSTRUCTION PROCESS

GET ZONING AND
PROPERTY INFORMATION



DESIGN YOUR PROJECT
AND
DRAW PLANS



SUBMIT PLANS TO BUILDING DIVISION AND COMPLETE A
PERMIT APPLICATION



PLANS APPROVED
AND
PERMIT ISSUED



CONSTRUCTION
AND
INSPECTION



FINAL INSPECTION
AND
CERTIFICATE OF OCCUPANCY

ZONING AND PROPERTY INFORMATION

Clearances Around Your Building

Buildings have various zoning requirements, as stipulated in the Zoning Code. These requirements vary depending on several elements such as the zone and location of the property. In addition, certain specific areas are governed by specific plans, which often regulate the zoning requirements. Due to the complexity of zoning laws, the only accurate way to obtain the zoning requirements for your proposed building or addition is to visit the Planning counter in the Central Permits Center. This will safeguard you from unnecessary problems and expense.

You will need the property address, legal description (tract and lot number), and a plot plan of the proposed work. The legal description is usually included on your Property tax records or in the deed for that individual property. Take these items to any Construction Service Center. The code professionals at Building and Safety will check the City zoning maps and provide you with the correct information.

DESIGN YOUR PROJECT

- Make sure your plans show all measurements to property lines.
- Check the distance between your new addition and your property lines.
- Show all door and window sizes in the new construction, and interior dimensions.
- If your construction is attached to an existing building, show the existing room sizes and window and door sizes for the areas adjacent to the new construction. Show any openings that are to be closed up as dotted lines on the plan.
- Attach the structural details to your plot plan and floor plan.
- Complete the marked items on the permit worksheet, including your name and address, and the legal description of your property (see your tax bill).
- Separate plumbing, electrical, and heating permits are required for those installations that are unrelated to the building permit.

Gas and Electric Service Supplies

If the footprint of your construction is in the path of gas or electrical service feeder lines, these services must be moved by the appropriate agency. For help in locating these lines on your lot call:

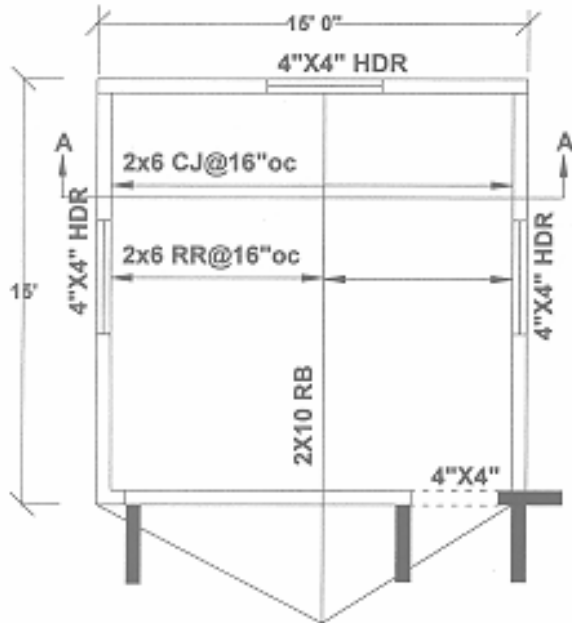
- ❖ The PG&E Company - Dial 811
- ❖ Island Energy – Mare Island Customers (707) 562-5000; After Hours Emergency Call Center (707) 750-4477

DRAWING PLANS

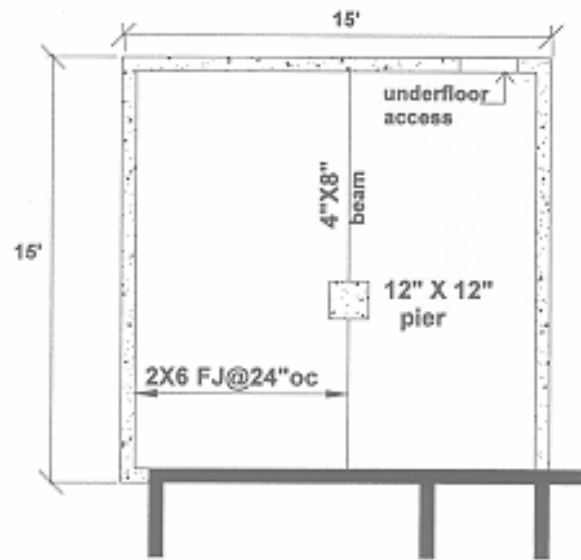
Plans must be clear, legible, and correctly show the work to be done. The minimum plans required to be submitted are:

- PLOT PLAN of the building on the lot,
- FLOOR PLAN of the proposed work,
- FRAMING PLAN showing the size and spacing of all structural members,
- FOUNDATION PLAN, which includes floor-framing details,
- ELEVATIONS of new buildings or additions, and construction details for stairways, chimneys, or similar improvements,
- CONSTRUCTION DETAILS that indicate the size and direction of rafters, joists and studs,
- ENERGY CONSERVATION DETAILS, such as insulation thickness, lighting, and Heating.

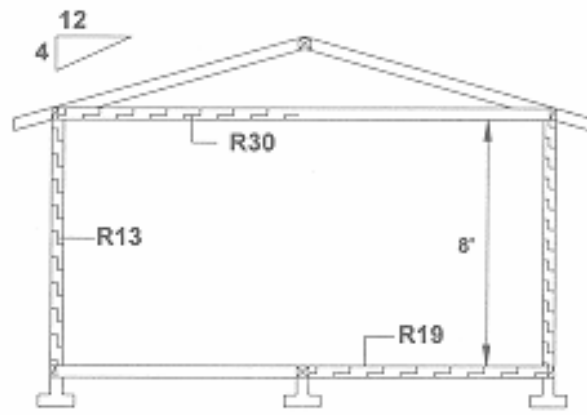
Note: If the construction was designed by an engineer, design calculations and plans stamped & signed by the engineer must be attached to the plans. Added habitable area that is heated or cooled must be insulated in accordance with Energy Conservation requirements.



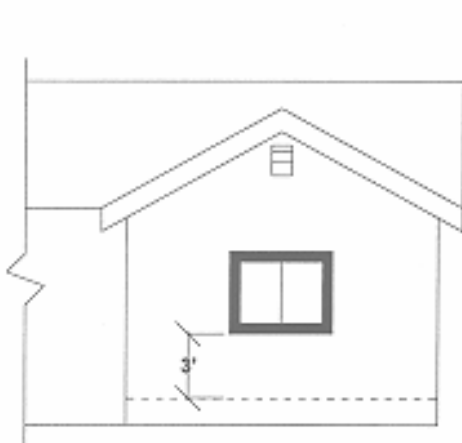
Roof Framing



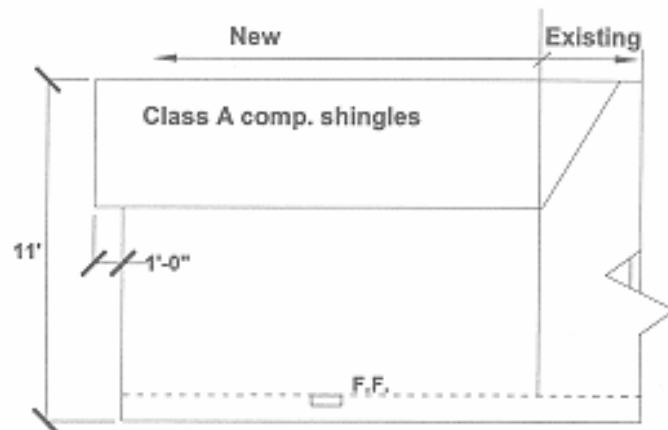
Foundation/Floor Framing Plan



Section A-A



NORTH Elev.



WEST Elev.

SUBMIT YOUR PLANS AND COMPLETE THE PERMIT APPLICATION

Take your completed permit application, three (3) sets of construction drawings and any other related calculations (i.e. Title-24 Energy and/or Structural Calculations) to the Building Division office located at 555 Santa Clara Street 2nd floor Vallejo, CA. 94590. If any portion of your construction is an engineered design, you will need to submit the original drawings and calculations from your engineer or architect. The Plans Examiner will check your plans for compliance with California Building Standards Codes and Local Ordinances. With the information you provide on the permit application, the Permit Technician will complete your permit. Permits that do not require a plan check, known as Over-the-counter Permits, can also be obtained using the eTRAKiT permits on-line by visiting www.cityofvallejo.net. A list of Online Permits available through the eTRAKiT permits can be found at this website.

Clearances from Other Departments:

Occasionally, approvals are needed from other Departments before construction can begin. The Department plan check professional will help guide you through this process.

Some examples of the types of approvals needed are:

Planning Division:

Approval of planned construction in Specific Plan areas, or as a part of zoning variances. If your construction crosses an easement, approval from the owner of that easement must be obtained.

Fire Prevention Division:

Reviews, permit and inspects fire sprinkler installations.

Public Works Waste Management Division:

The City of Vallejo C&D Debris Recycling Ordinance affects all projects that have a value of \$50,000 or 5,000 sq. ft. These projects are required to recycle or reuse 50% of all construction or demolition debris and 75% of all concrete and asphalt generated from their project. Failure to produce documentation (receipt and/or weight tag) indicating that the C&D debris materials have been recycled or reused could result in a substantial fine and/or imprisonment.

Vallejo Sanitation and Flood Control District:

Sewer availability – new public sewer connections must be approved by Vallejo Sanitation and Flood Control District.

Public Works, Current Development Engineering:

Address approval – verification of the correct property address, based upon the legal description for the property. Driveway apron approval – required for curb cuts to install new driveways to the public street.

Architectural Heritage and Landmark Commission (AHLC):

All buildings designated as city historic district must obtain approval from the Architectural Heritage and Landmark Commission.

CONSTRUCTION AND INSPECTION

BEGIN YOUR CONSTRUCTION:

With your approved plans and building permits in hand, you are ready to begin construction. If you have to vary from your plan specifications during construction, re-approval of the plan is required. Call for inspection before covering any work.



To schedule an inspection online visit our web site at: www.cityofvallejo.net/cms/one.aspx?objectId=21904, or dial our Interactive Voice Response System (IVR) at (707) 648-4384. Schedule your inspection at least 24 hours in advance. Occasionally office workloads delay inspections an additional 24 hours.

When the work has been inspected and approved, the inspector will sign the Building Card. Make sure this card and your approved plans are left on the site for the inspector, an inspection cannot be made without them. If there are corrections needed on the construction, the inspector will leave a correction notice. Make all the corrections on the notice and call for inspection gain.

Footing and Foundation:

Call for inspection of footing excavations when all reinforcing steel, forms, and groundwork plumbing and electrical have been installed, but before any concrete is poured.

Concrete Slab and Under-floor Inspection:

Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place or floor sheathing installed, including the subfloor.

Frame Inspection:

Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are completed and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

Lath and gypsum Inspection:

Lath and gypsum board (drywall) inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Energy efficiency Inspection:

Inspections shall be made to determine compliance with Title-24 Energy Compliance and shall include, but not limited to, inspections for: envelope insulation R- and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency.

Other Inspections:

In additions to the inspection specified above and in the California Residential Code, the Building Official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of the California Residential Code and other Laws that are enforced by the Building Division.

FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY

Final:

Call for final inspection when the construction has been completed. All external surfaces must be painted, or otherwise sealed, weather-stripping must be installed on all new windows and doors, and all electrical or plumbing fixtures have been installed. Interior painting, wallpapering, or carpeting need not be complete. Smoke detectors must be installed in all bedrooms and in the hallway leading to the bedrooms.

Certificate of Occupancy:

In some cases, the Building Division will send you a Certificate of Occupancy when the inspector has signed the final approval. Not all construction work receives a Certificate of Occupancy. Ask your inspector if your new structure will be issued one. Retain this document for your records, along with the Building Permit Card as proof of inspection of your construction.

Garage Conversions and Required Parking:

Approvals and Permits are required from the Planning Division for garage conversions and required parking.

TIME LIMITS ON PERMITS

If construction on your project does not start within six months of the issue date of the permit the permit expires and must be renewed before work can continue.