



Outline of Plan Check Submittal and Required Fees for New Residential Construction

BI-31

CBC 2016

I. To Submit Plans:

Depending on the type of project, the following items are required for submittal:

- Building Permit Application form completed with correct project address and Assessor's Parcel Number, if known
- Three (3) sets of blueprints/plans (2016 CBC)
- Two (2) sets of structural calcs.; roof truss calcs., post-tension plans/calcs.
- Two (2) sets (8 ½ x 11) of the (2016) **SIGNED** Title 24 energy calculations
- Imprint (2016) signed Title 24 energy calculations into signed plans
- Two (2) soil/geotechnical reports if the building addition is greater than 400 sq. ft.
- Homeowner's Association (HOA) approval (stamped plans & approval letter), if applicable
- HOA Confirmation Form completed and signed by legal owner

Plan Submittal Requirements. A complete set of plans should include the following: Title sheet with plot/site drawing and legend outlining "scope of work" (New, Remodel, etc); foundation plan; roof and floor framing plans; floor/architectural plan; electrical plan and exterior elevations. Show foundation details, wall studs, ceiling joists, rafters and roof pitch. Indicate size, spacing and materials proposed. Show cross-sections and structural connection details. Indicate finish materials to be used on the floor plan and indicate glazing (dual). Also include roofing material (Class A). See *Residential Minimum Plan Submittal Requirements* for more information.

Interior Remodeling Projects. Provide a fully dimensioned floor plan showing the size and use of all rooms or areas within the space being improved or altered. Label existing areas as (E) and new/proposed areas as (N). See *Residential Minimum Plan Submittal Requirements* for more information.

Demolition Permit. Should there be an existing structure on the lot of a proposed new residence; a demolition permit may be issued in conjunction with a new construction permit provided the demolition plan appears on the same set of plans. Otherwise, separate plans and permits may be issued for demolition of existing structures.

Submit required documents to the Building Division counter. Permit Technicians will review the application, enter the data on the computer and a Permit Application Number will be assigned to the plan. It is important to refer to this Permit Application Number if you have any inquiries regarding the status of the project.

Counter Hours, (Monday thru Thursday, 7:30 a.m.-12:30 p.m. and 2:30 p.m. - 5:30 p.m. and alternate Fridays, 8:00 a.m. -12:30 p.m. and 2:30 to 5:00 p.m.). Appointments can be requested between 1:30 and 2:30.

II. Fees for Plan Submittal:

Building, Planning, Engineering and the Orange County Fire Authority (OCFA) plan check fees (See **Section V**) are calculated and collected at the time of submittal. (Refer to *Valuation Schedule* and/or *Typical Fees for Single Family Dwelling*)

Pool/Spa projects must be submitted and permitted separately. Refer to Pool/Spa Handout

Retaining/Block Walls must also be permitted separately and separate site plans will be required. Retaining walls built for the purpose of achieving a construction grading pad will require a Construction Inspection Permit from the Engineering Division. (See Section VII)

III. Routing Procedures:

Each set of blueprints will be stamped with the "date received" and then tagged with a colored label and routed to the various Divisions for plan review. The initial plan review process may take up to (15) business days. After the completion of the review process the Permit Technician enters the plan check status data in the computer and contacts the owner/architect either to pull the permit or pick up plans with corrections. Status of the plan check can also be reviewed through the San Clemente website.

Resubmittals: Usually two (2) sets of corrected plans for building and one (1) set for each division not yet approved are resubmitted with all of the Old plan sets/documents

and correction sheets. These plans are then routed for "recheck". Depending on the extent of required corrections, this recheck process may take ten (10) Business days.

When all corrections are made and plans approved by all Divisions, the Permit Technician re-routes the 2 or 3 approved sets for **final stamping**. This process may take up to 3 business days. The various permit fees are calculated during the final stamping process.

IV. Building Permits Are Issued AFTER:

- (1) **School Fees** are paid to Capistrano Unified School District (CUSD). School fees are assessed on all new construction of 500 square feet or more of habitable space. Fees are per square foot as follows: \$3.48 (additions/rebuilds); \$3.48 (new dwelling units). Fees are paid directly to the CUSD at 33122 Valle Road, San Juan Capistrano. Contact CUSD at (949) 234-9329 for an appointment. You will receive an original receipt for your records and a copy of same to be submitted to the Permit Technicians for verification of payment.
- (2) **Homeowner Association (HOA)** approval has been verified by stamped plans and a letter referencing the project and scope of work which is being approved. Also, the City's HOA Confirmation Form must be signed by the owner or agent and made a part of the permit record.
- (3) **Contractor** State license, Worker's Compensation Insurance and City Business License is verified or (See (4))
- (4) **Owner/Building Verification Form** has been completed and made a part of City records.
- (5) **Waste Management Plan or CR&R confirmation notice** must be filed with the building department prior to issuance of the permit.

V. Fees Collected at Time of Permit Issuance:

Building Permit Fee: This fee is based upon valuation of the scope of work to be performed. The Building Division Plan Check Engineer verifies the valuation. (Refer to *Valuation Schedule*)

Building Combined Plan Check Fee: This fee is prepaid in advance at the time you submit the plans as outlined in Section II. The fee may be adjusted depending on valuation changes during plan review. The total includes:

1. **Building Plan Check Fee** assessed as 65% of the Building Permit Fee as determined by the California Building Code, Table 1-A.
2. **Energy Plan Check Fee** assessed as 10% of Building Permit Fee for review of Title 24 Energy Calculations, if applicable.
3. **Handicap Regulation Plan Check Fee** assessed as 10% of Building Permit Fee for review of state-mandated handicap requirements for multi-family structures that have three (3) or more dwelling units, if applicable.

Orange County Fire Authority Plan Check Fee: Add an additional 2 sets of plans and a PDF on CD for submittal. A \$650 fee plus \$15 city fee (payable to the OCFA) for residential site review will be collected for single family homes greater than 3600 sq. ft., or more than 50 feet set back from street, or within a special fire protection area or very high fire severity zone. Note: Fire Sprinkler plans can be submitted directly to Orange County Fire Authority.

Planning Division Plan Check Fee: As outlined in Section II, this fee is prepaid at the time of plan submittal. The fee is based upon time spent by the Planning Division when reviewing your project. In most cases, it will be a minimum of \$100.00 for new single family residences, remodels and additions; \$50.00 for minor construction, TI's, accessory structures and over-the-counter plan checks.

Strong Motion Instrumentation Tax (SMI): The State of California imposes this fee for the SMI Program (seismic study/earthquake preparedness). It is \$13.00 per \$100,000 value of project.

California Building Standards: (Buildings Standards Administration Special Revolving Fund) The State of California imposes this fee to carry out provisions of State Building Standards Law and State Housing Law. The emphasis is on development, adoption, publication, updating and educational efforts associated with green building standards. Fee is \$1 per \$25,000 or fraction thereof.

Electrical Permit Fee: General electrical fixtures such as wiring, switches, receptacles, and general-purpose outlets are calculated. Fixtures are calculated at \$2 per fixture. Additional items charged include a \$35.00 issuance fee, meters, subpanels, 20V outlets, exterior lights, temporary service, motors, etc. A rough estimate for 1,500 sq. ft. single family dwelling: \$650.

Plumbing Permit Fee: \$35.00 issuance fee with general plumbing fixtures at \$17 each. Add water piping systems, lawn sprinklers, water heaters, gas outlets, building sewer, etc. A rough estimate for a 1,500 single family dwelling: \$600.

Mechanical Permit Fee: \$35.00 issuance fee, mechanical fixtures such as FAU's, A/C units, wall heaters, appliance vents, exhaust vents and hoods, duct work, etc, are calculated. A rough estimate for a 1,500 sq. ft. single family dwelling: \$475.

VI. Additional Fees for NEW Dwellings Only

Public Facilities Construction Fund: This fee provides funds to furnish future fire protection, emergency medical services, police services and other related services to the citizens of San Clemente and create additional municipal office space. This fee fluctuates annually (Jan 1st) based on the Consumer Price Index. Currently, the fee charged for lots is **\$2,084.59** (\$1550.76 + \$533.83).

Sewer Connection: Contact Zak Ponsen, Engineering Division, at 361-6135.

Water Acreage: Contact Zak Ponsen, Engineering Division at 361-6135

Sewer Permit: A fee of \$20 per dwelling unit for sewer hook-up inspection.

Park: Contact the Engineering Division at 361-6135 for a *Park Acquisition and Development Fee Table*. Current "in-fill" development is \$400 per dwelling unit.

Transportation Corridor Agency: This fee is imposed by the Transportation Corridor Agency (TCA).* Fee depends upon the location of your project as follows:

<u>Foothill Transportation Corridor</u> (East of Interstate 5)	\$5,672 (single family unit) \$3,312 (multi-family unit)
<u>San Joaquin Hills Corridor</u> (West of Interstate 5)	\$4,219 (single family unit) \$2,462 (multi-family unit)

* Fee increases every July 1st.

Regional Circulation Financing and Phasing Program (RCFPP): This fee was adopted by City Council for street improvements at specific locations throughout the City. The amount assessed depends upon the "Benefit Zone" of your lot location and ranges from \$0 to \$7,960. Contact Engineering Division at 361-6122.

VII. Engineering Division Permits:

New construction often involves either a *Precise Grade* or *Rough Grade* Permit issued in conjunction with a Building Permit. For pre-existing level pads a **Precise Grade Permit** may be issued concurrently with the Building Permit. If 50 or more cubic yards of earth needs to be moved to prepare a pad for foundation construction, a **Rough Grade Permit** (and possibly a Construction Inspection Permit for retaining walls) will be issued by the Engineering Division, inspections performed and the pad finalized and released by Engineering Inspectors **before** a Building permit is issued. Contact Zak Ponsen at 361-6135 for an estimate of plan check and permit fees. Please note: All property owners who are constructing or causing to be constructed a new building or dwelling or adding improvements totaling fifty thousand dollars (\$50,000.00) or more to an existing building or dwelling will activate the sidewalk construction requirements per (Title 12, Chapter 12.08.010 of the City's Municipal Code).

VIII. Inspection Record: (Refer to *Inspection Information Sheet*)

Only after all required inspections have been approved and signed off, is your permit final and legal. A copy of the Inspection Record is attached to **one set** of approved plans to be given to the applicant to be made readily available at the job site for all inspections. The **second set** of approved plans is kept by the Building Division and digitally imaged 90 days after construction is completed. The **third set** is forwarded to the Orange County Assessor's Office. Contact Robert Ferguson, Sr. Building Inspection, at 361-6147 for more inspection information.

CITY DEPARTMENTS' PHONE NUMBERS

Building	361-8311, 361-6100
Planning	361-6184, 361-6196
Engineering	361-6135, 361-6141

Orange County Fire Authority (714) 573-6100

*****ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE*****