



Special Requirements and Minimum Construction Standards

BA-5

CONSTRUCTION HOURS ARE ALLOWED BETWEEN 7:00 AM AND 6:00 PM ON WEEKDAYS, SATURDAYS 8:00 AM AND 6:00 PM, NO CONSTRUCTION ON SUNDAYS AND RECOGNIZED HOLIDAYS. (CHAPTER 8.48, SCMC)

APPROVED PLANS SHALL BE AVAILABLE AT THE JOB SITE DURING INSPECTIONS. (CHAPTER 15.08, SCMC)

SANITARY FACILITY FOR CONSTRUCTION SITE MUST BE PROVIDED. (CHAPTER 15.04, SCMC)

FINAL INSPECTIONS SHALL BE COMPLETED AND APPROVED FOR ANY REMODELING, ADDITION OR TENANT IMPROVEMENT PROJECT. (CHAPTER 15.08, SCMC)

SPECIAL INSPECTION REQUIREMENT: FOR MULTI-RESIDENTIAL AND COMMERCIAL BUILDINGS WITH 2 STORIES OR MORE. PLANNING AND BUILDING INSPECTIONS ARE REQUIRED FOR EACH FLOOR LEVEL. DUE TO SPECIAL AND UNUSUAL TOPOGRAPHICAL CONDITIONS AT THE SITE, A SURVEYOR'S CERTIFICATION FOR THE COMPLIANCE OF THE FIRST FLOOR'S SLAB OR FINISH FLOOR SHALL BE REQUIRED. (SCBD POLICY)

RETAINING WALLS WHICH ARE NOT A PART OF THE STRUCTURE, INCLUDING MASONRY GARDEN WALLS, WILL REQUIRE A SEPARATE PERMIT UNLESS NOTED OTHERWISE. (CHAPTER 12-08, SCMC)

CURBS, GUTTERS AND SIDEWALKS ARE REQUIRED. (CHAPTER 12-08, SCMC)

ALL ROOF WATER SHALL BE DRAINED BY ROOF GUTTERS AND DRAIN PIPES TO THE STREET OR OTHER APPROVED LOCATION BY GUTTERS AND PIPING OR BY USE OF AN APPROVED NON-ERODIBLE SURFACE DRAIN. WATER SHALL NOT DRAIN OVER PUBLIC SIDEWALKS. (CHAPTER 15-20, SCMC)

NO FERROUS WATER PIPING UNDERGROUND. COPPER WATER PIPING UNDER SLAB FLOORS SHALL BE TYPE "K" PLACED IN SAND BED & PROTECTED WITH PLASTIC SLEEVE WHEN PENETRATING SLAB. (CHAPT 15.08.020.20, SCMC)

3/4" HOSE BIB REQUIRED IN FRONT AND BACK OF BUILDING. (CHAPTER 15-20, SCMC)

A 1/2" CONDUIT SHALL BE RUN FROM THE WATER METER BOX TO THE TELEPHONE JUNCTION BOX, ONE PAIR OF NO. 19 CONTROL WIRES SHALL BE INSTALLED FOR USE BY THE WATER DIVISION. (SCWD)

APPROVED BACKFLOW DEVICES SHALL BE INSTALLED ON COMMERCIAL IRRIGATION SYSTEMS, NON-RESIDENTIAL BUILDINGS OR ANY OTHER FACILITY AS REQUIRED BY CHAPTER 13-04, SCMC. QUESTIONS AND INSPECTION REQUESTS MAY BE ADDRESSED TO THE UTILITY MANAGER AT (949) 366-1553.

NO ALUMINUM WIRE WILL BE USED WITHOUT PRIOR APPROVAL FROM BUILDING OFFICIAL. (CHAPT 15-12, SCMC)

LOW FLUSH FIXTURES (1.6 GAL TOILETS, 1 GAL URINALS, & 2.5 GAL SHOWER HEADS) ARE REQUIRED. (STATE LAW)

TRASH AND CONSTRUCTION DEBRIS CONTAINERS, PORTABLE TOILETS, AND CONSTRUCTION EQUIPMENT SHALL NOT ENCROACH ONTO PUBLIC SIDEWALKS AND STREETS. (CHAPTER 12.20, SCMC)

ADDRESS NUMBERS IN CONTRASTING COLOR TO THE STRUCTURE FOR RESIDENTIAL A MIN. OF 4" HIGH; FOR NON-RESIDENTIAL, A MIN. OF 8" HIGH TO BE PLACED ON THE FRONT OF THE BUILDINGS. EACH UNIT SHALL BE IDENTIFIED WITH AN ALPHABETICAL LETTER AND THE RELATED GARAGE MUST BE SIMILARLY MARKED. (SECTION 10.208 - UFB & CHAPTER 8-16, SCMC)

SUBDIVIDER SHALL NOT PAVE ANY STREET UNDER WHICH CABLE TV CONDUIT IS TO BE PLACED WITHOUT ACTUAL NOTICE TO COX COMMUNICATIONS FOR THE INSTALLATION OF CABLE CONDUIT. NOTICE SHALL BE SENT TO THE FOLLOWING ADDRESS: GENERAL MGR, COX COMMUNICATIONS; 29947 AVE DE LA BANDERAS, RANCHO SANTA MARGARITA, CA 92688 (949) 546-2000.

ELECTRIC AND GAS METERS WILL NOT BE SET UNTIL ALL PHASES OF WORK ARE COMPLETED AND CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED. (SCBD POLICY).

NOTE: SCMC: San Clemente Municipal Code; SCBD: San Clemente Building Division; SCWD: San Clemente Water Division
Rev 12/6/2007

Title 15 BUILDING AND CONSTRUCTION
Chapter 15.28 BUILDING SECURITY REQUIREMENTS

15.28.130 – Special Commercial Building Provisions

- A. Swinging exterior glass doors, wood or metal doors with glass panels, solid wood or metal doors shall be constructed as follows:
1. Wood doors shall be of solid core construction with a minimum thickness of one and three-eighths ($1 \frac{3}{8}$) inches. Wood panel doors with panels less than one inch thick shall be covered on the inside with a minimum sixteen (16) U.S. gauge sheet steel, or its equivalent, which is attached with screws on minimum six (6) inch centers. Hollow steel doors shall be of a minimum sixteen (16) U.S. gauge sheet steel, and have sufficient reinforcement to maintain the designed thickness of the door when any locking device is installed; such reinforcement being able to restrict collapsing of the door around any locking device.
 2. Any glazing utilized within forty (40) inches of any locking mechanism shall be constructed as follows:
 - a. Fully tempered glass or rated burglary resistant glazing; or
 - b. Iron or steel grills or at least one-eighth ($\frac{1}{8}$) inch material with a maximum two (2) inch mesh secured on the inside, with safety release mechanism from the interior, may be utilized; or
 - c. The glazing shall be covered with iron bars of at least one-half ($\frac{1}{2}$) inch round or one (1) inch by one-fourth ($\frac{1}{4}$) inch flat steel material, spaced not more than five (5) inches apart, secured on the inside of the glazing, with safety release mechanism from the interior;
 - d. Items (b) and (c) above shall not interfere with the operation of opening windows if such windows are required to be operable by the Uniform Building Code.
- B. All swinging exterior wood and steel doors shall be equipped as follows:
1. A single or double door shall be equipped with a double or single cylinder deadbolt. The bolt shall have a minimum projection of one (1) inch and be constructed so as to repel cutting tool attack. The deadbolt shall have an embedment of at least three-fourth ($\frac{3}{4}$) inch into the strike receiving the projected bolt. The cylinder shall have a cylinder guard, a minimum of five (5) pin tumblers, and shall be connected to the inner portion of the lock by connecting screws of at least one-fourth ($\frac{1}{4}$) inch diameter. The provisions of the preceding paragraphs do not apply where (1) panic hardware is required, (2) an equivalent device is approved by the enforcing authority, or (3) doors containing glazing are equipped with a double cylinder deadbolt as specified above.
 2. Double doors shall be equipped as follows:
 - a. The inactive leaf of wood frame doors shall be equipped with flush bolts with a bolt projection a minimum of one (1) inch at the top and bottom of the leaf.
 - b. The inactive leaf on metal frame doors shall be equipped with flush bolts with a bolt projection a minimum of five-eighths ($\frac{5}{8}$) inch at the top and bottom of the leaf.
 - c. Double doors shall have an astragal constructed of steel .125 inch thick which will cover the opening between the doors. The astragal shall be a minimum of two (2) inches wide, and extend a minimum of one (1) inch beyond the edge of the door to which it is attached. The astragal shall be attached to the outside of the active door by welding or nonremovable bolts spaced apart on not more than ten (10) inch centers. (The door to which such an astragal is attached must be determined by the fire-safety codes adopted by the enforcing authority.)
- C. Aluminum frame swinging doors shall conform to the following:
1. The jamb on all aluminum frame swinging doors shall be so constructed or protected to withstand one thousand six hundred (1,600) pounds of pressure in both a vertical distance of three (3) inches and a horizontal distance of one (1) inch each side of the strike so as to prevent violation of the strike.
 2. A single or double door shall be equipped with a double cylinder deadbolt with a bolt projection exceeding one (1) inch, or a hook shaped or expanding dog bolt that engages the strike sufficiently to prevent spreading. The deadbolt lock shall have a minimum of five (5) pin tumblers and a cylinder guard.
- D. Panic hardware, whenever required by the Uniform Building Code or Title 19, California Administrative Code, shall be installed as follows:
1. Panic hardware shall contain a minimum of two (2) locking points on each door; or
 2. On single doors, panic hardware may have one locking point which is not to be located at either the top or bottom rails of the door frame. The door shall have an astragal constructed of steel .125 thick which shall be attached with nonremovable bolts to the outside of the door. The astragal shall extend a minimum of six (6) inches vertically above and below the latch of the panic hardware. The astragali shall be a minimum of two (2) inches wide and extend a minimum of one (1) inch beyond the edge of the door to which it is attached; or

3. Double doors containing panic hardware shall have an astragali attached to the doors at their meeting point which will close the opening between them, but not interfere with the operation of either door.
- E. Horizontal sliding doors shall be equipped with a metal guide track at top and bottom and a cylinder lock and/or padlock with a hardened steel shackle which locks at both heel and toe, and a minimum five (5) pin tumbler operation with nonremovable key when in an unlocked position. The bottom track shall be so designed that the door cannot be lifted from the track when the door is in a locked position.
- F. In office buildings (multiple occupancy), all entrance doors to individual office suites shall meet the construction and locking requirements for exterior doors.
- G. Windows shall be deemed accessible if less than twelve (12) feet above ground. Accessible windows having a pane exceeding ninety-six (96) square inches in an area with the smallest dimension exceeding six (6) inches and not visible from a public or private thoroughfare shall be protected in the following manner:
 1. Fully tempered glass or burglary-resistant glazing; or
 2. The following window barriers may be used but shall be secured with nonremovable bolt, but an interior safety release mechanism must be provided:
 - a. Inside or outside iron bars of at least one-half ($\frac{1}{2}$) inch round or one (1) by one-quarter ($\frac{1}{4}$) inch flat steel material, spaced not more than five (5) inches apart and securely fastened, with interior safety release mechanism,
 - b. Inside or outside iron or steel grills of at least one-eighth ($\frac{1}{8}$) inch material with not more than a two (2) inch mesh and securely fastened, with interior safety release mechanism;
 3. If a side or rear window is of the type that can be opened, it shall, where applicable, be secured on the inside with either a slide bar, bolt or crossbar;
 4. The protective bars or grills shall not interfere with the operation of opening windows if such windows are required to be openable by the Unified Building and Fire Codes.
- H. All exterior transoms exceeding ninety-six (96) square inches on the side and rear of any building or premises used for business purposes shall be protected by one of the following:
 1. Fully tempered glass or rated burglary resistant glazing; or
 2. The following barriers may be used but shall be secured with nonremovable bolts:
 - a. Outside iron bars of at least one-half ($\frac{1}{2}$) inch round or one (1) by one-quarter ($\frac{1}{4}$) inch flat steel material, spaced no more than five (5) inches apart and securely fastened, or
 - b. Outside iron or steel grills of at least one-eighth ($\frac{1}{8}$) inch with not more than a two (2) inch mesh and securely fastened;
 3. The protective bars or grills shall not interfere with the operation of opening the transoms if such transoms are required to be openable by the Uniform Building Code or Title 19, California Administration Code.
- I. Roof openings shall be equipped as follows:
 1. All skylights on the roof of any building or premises used for business purposes shall be provided with:
 - a. Rated burglary resistant glazing; or
 - b. Iron bars of at least one-half ($\frac{1}{2}$) inch round or one (1) by one-fourth ($\frac{1}{4}$) inch flat steel material under the skylight and securely fastened; or
 - c. A steel grill of at least one-eighth ($\frac{1}{8}$) inch material with a maximum one (1) inch mesh under the skylight and securely fastened.
 2. All hatchway openings on the roof of any building or premises used for business purposes shall be secured as follows:
 - a. If the hatchway is of wooden material, it shall be covered on the inside with at least sixteen (16) gauge sheet metal, or its equivalent, attached with screws.
 - b. The hatchway shall be secured from the inside with a slide bar or slide bolts.
 - c. Outside hinges on all halfway openings shall be provided with nonremovable pins when using pin-type hinges.
 3. All air duct or air vent openings exceeding ninety-six (96) square inches on the roof or exterior walls of any building or premises used for business purposes shall be secured by covering the same with either of the following:
 - a. Iron bars of at least one-half ($\frac{1}{2}$) inch round or one (1) by one-fourth ($\frac{1}{4}$) inch flat steel material spaced no more than five (5) inches apart and securely fastened; or
 - b. Iron or steel grills of at least one-eighth ($\frac{1}{8}$) inch material with a maximum one (1) inch mesh and securely fastened;
 - c. If the barrier is on the outside, it shall be secured with bolts which are nonremovable from the exterior;

- d. The above (a and b) must not interfere with venting requirements creating a potentially hazardous condition to health and safety or conflict with the provisions of the Uniform Building Code or Title 19, California Administration Code.
- J. Permanently affixed ladders leading to roofs shall be fully enclosed with sheet metal to a height of ten (10) feet. This covering shall be locked against the ladder with a case hardened hasp, secured with nonremovable screws or bolts. Hinges on the cover will be provided with nonremovable pins when using pin-type hinges. If a padlock is used, it shall have a hardened steel shackle, locking at both heel and toe, and a minimum five (5) pin tumbler with nonremovable key when in an unlocked position.
- K. A building located within eight (8) feet of utility poles or similar structures which can be used to gain access to the building's roof, windows or other openings shall have such access area barricaded or fenced with materials to deter human climbing.
- L. The following standards shall apply to lighting, address identification and parking areas:
 - 1. The address number of every commercial building shall be illuminated so that it shall be easily visible from the street. The numerals in these numbers shall be no less than six (6) inches in height and be of a color contrasting to the background. In addition, any business which affords vehicular access to the rear through any driveway, alleyway or parking lot shall also display the same numbers on the rear of the building.
 - 2. All exterior commercial doors shall be illuminated with a minimum of one (1) footcandle of light. All exterior bulbs shall be protected by a polycarbonate or other weather-and-vandalism-resistant globe or cover. Such light(s) shall be maintained during the hours of darkness.
 - 3. Open parking lots, and access thereto, providing more than ten (10) parking spaces and for use by the general public, shall be provided with a maintained minimum of one (1) footcandle of light on the parking surface from dusk until the termination of business every operation day.

(Ord. 1266 § 5, 2002; prior code § 29A-14)



SPECIAL INSPECTION FORM
PERMIT NO: _____

Project Address _____ Plan Review Project No _____
 Property Owner: _____ Architect: _____
 Engineer: _____ Plans Examiner: _____

Prior to issuance of building permit, the owner, or the architect or engineer of record acting on the behalf of the owner, shall appoint an approved special inspector registers by the City of San Clemente and shall sign and submit this form to the Building Division. Selection of the special inspector/agency cannot be changed once the building permit is issued, except with the specific permission of the Building Official.

Special Inspector: _____ Phone No: _____
 Inspection Agency (Firm): _____ Phone No: _____
 _____ Phone No: _____
 Owner / Architect or Engineer (Signature)

The above signed hereby certifies that the special inspector identified above has been engaged to perform the special inspections outlined below as required by Section 1701 of the California Building Code.

GEOTECHNICAL / SOILS

- Prior to foundation inspection submit a field memo stamped and signed by licensed geotechnical engineer to certify foundation excavations are located in proper soils bearing material and to confirm required soils bearing capacity.
- Soil Bearing Confirmation _____ psf

FOUNDATION CONCRETE

- $f'c = 4,500$ psi concrete strength required (maximum water/cement ratio = 0.45) exposed to sulfates
- Type V cement required exposed to sulfates
- Special Inspection and concrete lab testing IS REQUIRED
- Special Inspection NOT required. Submit concrete batch mix trip ticket to building inspector.

PILE INSTALLATION

- Drilled Cast-in Place Caissons / Piles Precast Concrete Piles
- Foundation Underpinning Installation Steel Piles

REINFORCED CONCRETE

- High Strength Concrete (>2,500 psi) $f'c =$ _____ psi Cast-in Place Concrete
- Grade Beams Cast-in Place Caissons / Piles Reinforcing Placement
- Concrete Frames Post-Tensioned (tendon placing / stressing and concrete placement)
- Shotcrete / Gunit

STRUCTURAL STEEL

- Field Welding _____
- Steel Erection High Strength Bolting Spray Applied Fire Proofing

STRUCTURAL MASONRY

- Retaining Walls _____ Walls & Pilasters _____

MISCELLANEOUS

- STRUCTURAL OBSERVATION IS REQUIRED** (See attached structural observation form)
- Epoxy Anchors / Bolts _____
- Shear Wall / Diaphragm Nailing _____
- Other _____
- Other _____



POLLUTION PREVENTION FOR CONSTRUCTION

BI-27

All construction projects regardless of size are required, at a minimum, to implement an effective combination of erosion and sediment control methods and follow Best Management Practices (BMP's) during the construction process.

Construction sites need to follow good housekeeping practices in order to prevent pollutants from entering the storm drains.

Typical construction site issues to address include:

- Stockpile Management
- Concrete & Mortar Waste Management
- Solid Waste Management
- Sanitary / Septic Waste Management
- Hazardous Materials - Delivery, Storage & Use

*****MUST BE IMPRINTED ON ALL NEW CONSTRUCTION/ADDITION PLANS**

3.2 Minimum Requirements

All construction projects regardless of size are required, at a minimum, to implement an effective combination of erosion and sediment controls and waste and materials management Best Management Practices. These minimum requirements are summarized in Table 3-2 and must be conveyed to construction contractors as part of the plan notes or on a separate erosion control plan as required by the agency.

Table 3-2
Minimum Requirements for All Construction Sites

Category	Minimum Requirements
Erosion and Sediment Control	Sediments from areas disturbed by construction shall be retained on site using an effective combination of erosion and stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
Waste and Materials Management Control	Construction-related materials, wastes, spills or residues shall be retained on site to minimize transport from the site to streets, drainage facilities, or adjoining property by wind or runoff.



BMPs: Easy Solutions for Keeping Our Ocean Waters Clean

Best Management Practices (BMPs) are activities such as good housekeeping practices, pollution prevention techniques, educational practices and maintenance procedures. Many BMPs are easy and inexpensive. Construction sites should follow the tips below to prevent pollutants from entering storm drains in the first place, and help protect our environment, our families' health and safety and our local economy.

Stockpile Management:

- Protect all stockpiles from storm water run-on using temporary perimeter sediment barriers such as berms, dikes, fiber rolls, silt fences, sand or gravel bags, or straw bale barriers.
- During the rainy season, stock piles must be covered and have a temporary sediment barrier at all times.
- During the non rainy season, stockpiles must be covered at the end of each work day and have a temporary sediment barrier at all times. Implement wind control practices as appropriate.

Concrete Waste Management:

- When obtaining ready mix concrete from a supplier, discuss their BMP procedures such as handling of concrete waste and washout before deliveries are made.
- Avoid mixing excess amounts of fresh concrete on-site.
- Perform washout of concrete trucks off site or in designated areas only and never wash out concrete trucks on the street or into storm drains, open ditches, or streams
- Never wash any concrete products including dust and silt down into the gutter or storm drain. Always monitor on-site concrete tasks, such as saw cutting, coring, grinding, and grooving to ensure proper methods are implemented.
- Concrete cutting residue should be vacuumed and never allowed to flow across pavement or left on the surface of pavement.
- A sign should be installed adjacent to each wash out facility to inform concrete equipment operators to utilize the proper facilities.
- Wash out only from mixer truck shoots into concrete washout.
- Concrete washout from concrete pumper bins can be washed out into pumper trucks and discharged into designated washout area or properly disposed of off site.
- Once concrete wastes are washed into the designated area and allowed to harden, the concrete should be broken up, removed, and properly disposed of.

Solid Waste Management:

- Select designated waste collection areas on site and locate containers in a covered area and / or in a secondary containment. Be sure to have enough conveniently located containers throughout the project.
- Collect site refuse daily, especially during rainy / windy conditions and plan for an adequate number of pickups. Never overfill a dumpster.
- Remove refuse promptly from all erosion and sediment control devices as well as storm drains.
- Always make sure that toxic liquids and chemicals are never disposed of in dumpsters designated for construction debris. Liquid and hazardous wastes must always be disposed of properly.
- Do not hose out dumpsters on the construction site. Leave dumpster cleaning to the refuse hauler.
- Recycle or salvage as much construction and demolition debris as possible.

Sanitary / Septic Waste Management

- Use only reputable, licensed sanitary / septic waste haulers.

- Temporary sanitary facilities must be located in a convenient location away from drainage facilities, watercourses, as well as traffic and should always have secondary containment.
- Untreated raw wastewater must never overflow, be discharged or buried within the project site.
- Be sure to have enough restrooms conveniently located throughout the project.

Hazardous Material Delivery and Storage:

- Minimize storage of hazardous materials onsite, and consider storage in a covered area.
- Store materials in a designated area on pallets with secondary containment (Earth Dikes, Drainage Swales, or Lined Ditches) away from traffic, waterways, and storm drains.
- Keep ample supply of appropriate spill clean up material near storage areas.
- Conduct regular weekly inspections as well as before and after any rain events. Train employees and subcontractors.
- Be able to supply Material Safety Data Sheets (MSDS) for all materials stored and keep an accurate, up to date inventory of materials delivered and stored on site.
- Storage of reactive, ignitable or flammable liquids must comply with fire codes.
- Those trained in emergency spill cleanups must be present when dangerous materials are unloaded.
- Contain and clean up any spill immediately.
- Clean spills on dirt areas by digging up and properly disposing of the contaminated soil.

Hazardous Material Use:

- Minimize use as much as possible
- Follow manufacture instructions regarding uses, mixing, conditions, and warnings of chemicals.
- Never over apply and prepare only the amount needed.
- Never apply any chemicals immediately before a rain event, and always use the entire product before disposing the container.
- Never clean tools, paintbrushes, or rinse containers into a street, gutter, storm drain, or watercourse and always dispose of any hazardous chemicals / materials as hazardous waste.
- Use recycled and less hazardous products whenever practical.
- Non-toxic liquid wastes such as latex paints may be collected in a lined collection area. This area must be properly bermed and kept covered during rain events and at the end of every work day and must never be allowed to overflow or to be disposed of to uncovered ground.
- Liquid and hazardous wastes must always be disposed of appropriately.
- **Immediately report any significant spills to the County's 24-hour water pollution reporting hotline at 714-567-6363 or the City of San Clemente's 24 hour hot line at 949-366-1553.**

Routinely train all employees and require any contractors / sub-contractors to follow these BMPs.

Acknowledgement:

I _____ (print name) certify that I have read the preceding document regarding construction site Best Management Practices (BMPs). I have been informed that these basic BMPs must be implemented and maintained on all construction sites, and that the City may impose fines or other civil or criminal sanctions against me or my business for allowing runoff and construction debris to enter the storm drain system. I take full responsibility for maintaining basic BMPs on construction sites for which I am accountable.

Contractor Signature

Date