

Single-Family Residence Information



Placer County Community Development
Resource Agency

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GENERAL INFORMATION

Please review the documents and information included in this package. The staff of the Community Development Resource Agency is available to answer any additional questions you may have. While this publication is primarily directed at the application process to construct a single-family residence, much of the information provided also applies to other types of residential building projects.

Many factors regulate the size, placement and applicable fees for a proposed residence. It is highly recommended that prior to the submittal of an application for the construction of a new single-family residence that you as the property owner speak with a representative of each of the (4) land-use disciplines located at our front counter in order to be fully informed about the processes and regulations governing your proposed project.

County fees are adjusted periodically. Most fees are adjusted at either the beginning of the calendar year (January) or the fiscal year (July); however fees may be increased at the other times based on approval by the Board of Supervisors. Please verify any fees quoted in this publication as fees may have changed.

Environmental Health

If your property will be served by an on-site wastewater disposal system [septic tank], your proposed residence will require the installation of a new system. There may be other associated tests and reviews that will be required in order to complete this process. Placement of your proposed residence will be dictated based on where acceptable wastewater disposal system areas are identified on your property.

If your property is served by an on-site well, you may be required to substantiate water production volume and that the well is free from bacteriological contaminants. If your property will be served by a public water utility, you will be required to provide a "will serve" letter indicating that the utility will be able to provide water service to your residence.

Engineering & Surveying/Department of Public Works

If your property will be served by a public sewer system, you will be required to obtain a sewer connection permit. Your fees for this permit are based on the sewer district in which your property is located.

If your project requires the movement, importation, removal or relocation of more than 250 cubic yards of earth, or earth movement resulting in a cut of greater

than 4', or the placement of a free-standing retaining wall you will be required to obtain a grading permit.

If your project includes the installation of a driveway which intersects a county-maintained road, you will be required to obtain an encroachment permit.

Traffic impact/mitigation fees are assessed on all new residences within Placer County. These fees are due prior to the issuance of a building permit for the construction of your proposed residence.

If your project is within the Dry Creek Watershed, a Dry Creek impact fee will be assessed.

Each residential structure is required to be separately addressed. At the time of your application, an address will be assigned based on the range of addresses on your street.

Planning Department

Setbacks (distances from) property lines, easements, roads, streams, environmentally sensitive habitats and other geographic features will dictate placement of your proposed residence. Your proposed residence must maintain the setback restrictions which are dictated by the zoning designation for your property. The Placer County Zoning Ordinance, Chapter 17 of the Placer County Code, is available for review at the Community Development Resource Center (CDRC) or is available online via <http://www.placer.ca.gov/Departments/CommunityDevelopment/Planning.aspx>

Payment of park dedication fees as set by Placer County Ordinance are also due and payable prior to the issuance of a building permit for a new residence.

Building Department

Applications must be accompanied by a variety of supplemental documents. These documents include plans, structural calculations, Title 24 reports (energy efficiency), truss calculations reports and geotechnical reports.

The Building Department verifies that your proposed project meets the building code which has been adopted by the State of California and Placer County. Currently the codes used are the 2007 editions of the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code and energy codes. Copies of these codes, including State amendments, will be available for review at the Community Development Resource Center (CDRC) or may be purchased at local bookstores or on line

through the ICC organization via their website www.iccsafe.org Placer County Codes are included in Chapter 15 of the Placer County Code which can be viewed via the County's website at www.placer.ca.gov/Departments/CommunityDevelopment/Building.aspx

Initial review of your plans and supplemental documents may take up to six (6) weeks. Processing times vary based on the number of applications in the process at any given time. During peak building periods (typically April through October) initial review may be delayed based on the high volume of applications. During non-peak building periods (typically October through April) initial review may be shorter.

During peak building periods the County may opt to use outside consultants to perform plan check (building code compliance) services. You as the homeowner may also elect to contract with an outside service provider. A list of the approved service providers is available from the Building Department. If you elect to use an outside service provider, you are obligated to pay review fees to Placer County at the current rates AND review fees to the contract service provider.

The time from date of application to the date of permit issuance is also driven by the turn-around time for your architect or designer to make any required corrections or modifications to your plans. Additional permit requirements [septic, well, sewer, grading, or encroachment permits] or testing requirements [water bacteriology, well production, percolation and mantel] may also delay approval based on availability of the licensed professionals who perform these tests and provide you with reports.

Fees

Fees for all permits are set by County Ordinance and are based on the level of service required to process, evaluate and inspect your proposed project. A fee calculation worksheet and additional fee information is included in this booklet. Please verify any fees quoted in this publication as fees are subject to change.

Only application fees and review fees are due and payable at the time of application. Once your permit application has been approved, any remaining fees such as permit fees, impact fees, mitigation fees, records fees and fees for additional supplemental permits [grading, encroachment, septic and sewer] are due.

School Districts/Fire Protection Districts/Cemetery Districts

All new residences, additions to existing residences and conversions which create livable and/or accessible space are subject to state-mandated school developer fees.

Each fire protection district will assess fire mitigation fees and potentially fire plan check fees for any covered space.

All properties within the Lincoln Cemetery District may be subject to impact fees from that district.

A listing of all of the school, fire and cemetery districts is provided in this booklet. For an estimate of potential fees, please contact the districts directly. After you have submitted an application and while your plans are in the review process, you will be provided with a square foot verification form which each individual school, fire or cemetery district will require from you in order to pay their fees. Proof of payment of each of these types of fees or a waiver indicating that no fees are due will be required prior to a building permit being cleared for issuance.

Public Utilities

Contact utility companies that will be providing service to your property regarding their requirements. Most companies require proof of an application or an issued permit before they can begin the process of actually providing you with utilities.

Pacific Gas and Electric serves most of Placer County; however some areas in southern Placer County are served by the Sacramento Municipal Utility district. It is also a good idea to contact your local phone service provider.

THE BUILDING PERMIT APPROVAL PROCESS

It is recommended that you discuss your proposed project with representatives of each of the land-use disciplines located in the CDRC building—Environmental Health, Planning, Engineering & Surveying/Department of Public Works and Building—prior to actually submitting your application. As discussed previously in this publication, each of these particular disciplines have regulations that must be complied with in order to successfully complete your application and review process. A little time spent in preparation will insure that your plans are prepared in accordance with our submittal requirements and will help you avoid some of the common pitfalls which may derail your project.

Once you are assured that your project is complete with our regulations, the first step in the process is to complete an Application for Construction. A technician will enter your data into our permit processing database and assign you an application number. You are required to submit (2) complete sets of plans as well as (2) copies of any supplemental reports required based on the type and scope of your project. These supplemental reports may include truss layout calculation reports, energy reports (Title 24), geologic reports, and structural calculation reports. Up to (5) additional site plans and (1) additional floor plan may be required [See the Residential Submittal Requirement checklist included in this publication].

All plans must be legible, drawn to acceptable scale and clearly indicate the location, nature and scope of all work proposed. All plans are required to be “wet” signed by the author or responsible individual. A “wet” signature and stamp is required on all plans and calculations prepared by a licensed engineer or architect.

Energy standards, as required by the California Energy Commission, place major responsibility on the designer, draftsman or architect to provide adequate information on the plans to insure the building design complies with State energy efficiency requirements. The appropriate documentation [Title 24 Compliance Report] is required at the time of submittal. Placer County encompasses (2) Climate Zone areas: Zone 11 for the southwesterly portion of the County and Zone 16 for the northeasterly portion of the County. Additional information may be obtained via the California Energy Commission website at <http://www.energy.ca.gov/title24>

Certain areas of the County require additional analysis based on potential wind and snow loads. The Placer County Building Department has information which

is parcel number based regarding particular snow load and wind load requirements.

Your plans will be reviewed by several technicians the day of your application. Please plan on spending at least 1 hour to complete this initial review process. If the customer flow is particularly heavy, your initial review may take longer. Your application and plans will be checked for compliance with zoning regulations and setbacks from property lines, easements and geographic and topographic features on your property. You will also receive any additional applications for supplemental permits which may be required in addition to your building permit application—grading permits, well permits, onsite wastewater permits (septic), sewer connection permits and encroachment permits.

An application for a building permit is valid for 180 days from the date of application. If approval has not been granted prior to the expiration of the 180-day application period, you must request an extension in writing from the Chief Building Official. Your application will be granted only one extension for 180 days. If you are not able to have your permit issued after the expiration of the extension period, your application is void. Should you wish to continue with the project, a new application and payment of additional fees will be required.

If you decide not to proceed with your application, you are required to withdraw your application in writing. Based on the level of review that has occurred at the time of your withdrawal request, you may be entitled to a partial refund of fees. If initial review has been completed, no refund will be granted.

Once Your Permit Application is Approved

Once all departments have cleared your application you will be notified that your permit is ready to be issued. **ONLY PROPERTY OWNERS OR LICENSED CONTRACTORS OR THEIR DULY AUTHORIZED AGENT MAY SIGN FOR AND BE ISSUED A PERMIT.** Authorization must be granted in writing by a licensed contractor on company letterhead or by a property owner.

If you have recently purchased your property and we are not able to verify your ownership via our computer data base, you may also be asked to provide a copy of a deed or other legal document showing proof of ownership.