Non Discretionary Permit Process for Residential Construction & Development

COUNTY OF ORANGE

OC PLANNING
A DIVISION OF OC PUBLIC WORKS

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300 N. Flower Street
Santa Ana, CA 92703
714.667.8888
714.667.8885

1. **WHEN ARE PERMITS REQUIRED:**

   a. A Building Permit is required for the construction and alterations of structures, additions, retaining walls, and miscellaneous structures.

   b. In addition to the Building Permit, there may be other permits and/or approvals required for your proposed project such as: Use Permits, Site Plan Approval, Environmental Approval, Grading and Public Property Encroachment Permits. These needs can be determined when your plans are being checked.

   c. Building permits are also required for re-roofing, re-plastering, and interior alterations.

2. **WHO MAY APPLY AND/OR ISSUE A PERMIT:**

   a. The property owner or an authorized agent may obtain permits for the property. An authorized agent is a licensed contractor or any individual who brings a notarized letter from the property owner designating them as their agent for the purpose of obtaining permits. If, however, you are contracting to have the work done it is always wise to have the contractor obtain the permits. In this way, you can be sure the contractor retains the responsibility to call for, and receive approval of all required inspections.

   b. If a Contractor or Tradesmen are engaged to perform any part of the construction work, they MUST submit evidence of having valid Worker's Compensation Insurance and an Agent Authorization letter from the company. In addition any work within public properties requires a separate Encroachment permit, public liability, and public damage insurance.

3. **WHERE TO APPLY:**

   a. **FOR ALL UNINCORPORATED COUNTY AREAS:**

      Development Processing Center
      300 North Flower Street
      Santa Ana, CA 92703
      Phone: (714) 667-8888

4. **FEES:**

   The Board of Supervisors establishes permit and plan check fees based upon the adopted fee ordinance which can be obtained from the OC Planning Public Counter or on the County website at ocplanning.net

   Additional Development Fees such as school, park, road, and library fees may be applicable prior to issuance.

5. **ZONING ADMINISTRATION APPROVAL:**

   a. All building permit applications require compliance with zoning regulation prior to processing.

b. Confirm the zoning requirements with the Zoning Section PRIOR to committing your proposed project to extensive preparation. This is particularly important with regard to property line setback requirements of your proposed structure and required distances from public right-of-way and easements. Also covered by these regulations are the permitted heights of buildings, fences and walls, locations of fences and walls, easements and land uses permitted in your zoning district.

c. If you are proposing an additional structure on your site, ensure that you have given consideration to the minimum allowable distance between buildings, and buildings and property lines.

d. If the proposed location of a structure does not conform to the zoning districts regulation, the owner may qualify for a variance under certain circumstances. The planners in the Zoning Section can give you all of the required information, telephone (714) 667-8888. It must be kept in mind that applications for variances are NOT approved in all instances. The application must meet certain specified criteria. There are fees charged for the processing of variance applications.

6. GRADING:

Prior to the issuance of a building permit, it must be determined if a grading permit will be required. A permit is generally required when the grading involves an excavation or fill exceeding 50 cubic yards, when cut and fill slopes are created, or in locations where geologic stability is suspect. Certain other conditions may also require that a grading permit be obtained. The applicant should check with the Grading Section at (714) 667-8888. If a grading permit is required, the associated building permit(s) cannot be issued until the rough grading work is completed and approved/ released by the Grading Inspection Section.

7. WQMP/NPDES:

a. Water Quality Management Plan (WQMP)

Prior to issuance of a building permit, it must be determined if a Water Quality Management Plan (WQMP) is required to be submitted for the project. If required, the WQMP must be approved prior to issuance of a building permit. The applicant should refer to the OC Public Works/OC Planning website for information regarding the submittal and preparation of a WQMP.

If a WQMP has been approved for the project, the applicant must attach a signed copy of the "Best Management Practice (BMP)" exhibit (site plan) from the approved WQMP to each set of plans submitted for plan check. Building plans cannot be approved without the submittal of the approved BMP exhibit.

b. Erosion and Sediment Control Plan (ESCP)

An Erosion and Sediment Control Plan (ESCP), along with backup calculations and data, must be submitted with construction plans submitted to plan check, unless exempt. The ESCP must be prepared in accordance with the "Erosion and Sediment Control Plan Instruction Manual" and must address the potential pollutants and materials that will be at the construction site. Each construction site has minimum BMPs that must be utilized year-round. The applicant should refer to the OC Public Works/OC Planning website for a copy of the "Erosion and Sediment Control Plan Instruction Manual which contains information regarding the submittal and preparation of an ESCP. An ESCP prepared and submitted for the grading phase of the project will not suffice unless it specifically addresses the building phase of the project.

8. CONSTRUCTION PLANS AND APPLICATION PROCESS:

a. If you need design help, we suggest that you employ a consultant from the private sector such as a building designer, an engineer, or an architect. OC Planning employees including Plan Checkers are not permitted to design any portion of your structure.

b. One of the first steps you must take is to ensure that you have an accurately dimensioned plot plan that depicts the locations of ALL existing and proposed structures, fences/walls, pools/spas, easements, etc. The plot plans must indicate the dimensions of all property lines, dimensions of all existing and proposed structures, swimming pools/spas, location and height of walls/fences, and necessary buildings or structures. It must show the abutting street(s), distance to the centerline of the street, the ultimate right-of-way line, sidewalks, curbs and drive approaches.

c. The plot plan must accurately depict the various grade elevations of the site. If the site is relatively level, you may show only the various elevations on your plan. However, if the site is sloped more than one (1) foot in ten (10) feet, then your plans must depict the site accurately with contour lines and/or spot elevations. For further information, contact our Grading Section at (714) 667-8888.

d. The Plot (Site) Plan must show how you plan to route the surface water off of the site in an approved manner.

e. In addition to reading the subsequent paragraphs, please review the information presented in the "DPC Checklist(s)" on the OC Planning website.

f. Your construction plans must clearly and legibly show precisely what you propose to build. For additions or alterations to existing building, plans must clearly differentiate between the following elements:
    1) Existing structure(s) that will remain.
    2) Existing structure(s) that will be removed.
    3) Proposed New Construction

    Drawings shall be accurately drawn to an appropriate scale. They shall be sufficiently complete so that compliance with the building code may be determined. An acceptable SET of plans will usually include the following dimensioned and annotated drawings wet signed by an engineer/ architect:
    1) Plot (Site) Plan must contain the "NPDES Notes," regarding water quality best management practices, which can be found on the OC Public Works/OC Planning website.
    2) Foundation Plan
    3) Architectural Floor Plan
    4) Architectural Elevations and Roof Plans
    5) Structural Foundation Plans
    6) Structural Framing Plans
    7) Structural Details and Material Specifications
    8) Plumbing Plans (If Applicable)
    9) Mechanical Plans (If Applicable)
    10) Electrical Plans (If Applicable)
    11) Cross Sections
    12) Legal Description

    For submittal for plan check the client is required to furnish 3 COMPLETE SETS of plans which consist of the above, along with the following wet signed by an engineer/ architect:
    1) Structural Calculations (2 copies)
    2) Geotechnical (Soils) Reports (3 Copies) Required for ALL ADDITIONS AND NEW BUILDINGS.
    3) Energy Calculations (2 copies) (If Applicable)
    4) Acoustical Reports (2 copies) (If Applicable)
    5) WQMP BMP Exhibit (2 copies) (wet signed copy of approved exhibit must be attached to each set of plans) (If applicable)
    6) Erosion and Sediment Control Plan (ESCP), including backup calculations and data, must be attached to each set of plans (If applicable)

g. New dwellings, additions, and other structures will be subject to review by the Fire Authority for the possibility of requiring fire sprinklers or a specific fire rated material. The plot plan shall include the length and slope of the driveway and the distance to the nearest fire hydrant. This is a separate submittal to the Fire Authority and the responsibility of the applicant.

h. When the project is an addition to an existing building, you must submit a floor plan of the area directly adjacent to the proposed addition, which shows dimensions of the rooms and shows the location and size of doors and windows.

i. Any desired relocation or upgrading of the electrical service must be not only noted on the submitted plans, but specified on the application when applying for the permit.

j. Upon application for a permit(s) a deposit will be required for plan check. Please refer to the 'Fee Ordinance' under 'Forms' on the OC Planning Website for further clarification.

k. Once the Plan Check is in process, the Plan Checker is the 'Project Manager', in which all coordination is with, throughout the process.

9. <u>WHEN CAN YOU OBTAIN YOUR PERMIT:</u>

a. Standard plan check turn around time is 15 business days for the initial Plan Check, 10 business days for revisions, and 5 business days for rechecks. Corrections will require that the plans be reprinted. All corrections shall be made prior to issuance of a building permit.

b. There may be other item required to be satisfied prior to issuance referred to as clearances. Once you obtain a plan check number you will be able to track/view these online at ocplanning.net.

c. When it is determined that your plans demonstrate code compliance, they are stamped "APPROVED". One set of plans is retained as an 'Office' copy, One set is sent to the Assessor's Office, and One set for the Applicant as the 'Field' copy which shall be kept on the job site, readily available, while under construction, for reference by the inspection personnel.

d. Once the permit is issued, final inspections and meeting all the conditions of approval, the Inspection section will issue a Certificate of Use and Occupancy.

10. <u>PLAN CHECK EXPIRATIONS:</u>

a. Application for which no permit is issued within 180 days following the date of application shall expire by limitation. An extension of 180 days may be granted upon written request showing circumstances beyond the control of the applicant have prevented action being taken. In order to renew action for an application after expiration, the applicant shall resubmit plans and pay a plan check fee. Per Section 108.4 of the Building Code Ordinance # 08-005.

11. <u>SWIMMING POOLS/SPAS, WALLS AND FENCES:</u>

a. All swimming pools/spas must be enclosed with fencing or walls that are a minimum of five feet in height measured from the outside of finished grade. All gates or doors giving access to the pool/spa area shall be self-closing and have a self-closing device.

b. A building permit is required for all walls or fences over six feet in height (42" in front yard setback). Walls/fences over six feet in height must be engineered. Check with the Zoning Section for a determination of the allowable height of walls/fences in your zoning district and on your particular site.

c. Walls to retain level earth more than three feet in height, walls that are impacted by surcharge, or walls to retain slope, must be engineered and require building permits. The engineer/architect who designs the retaining wall must sign the design plans as well as the plot plan and calculations.

d. Swimming pools/spas require engineered plans in which the plot plan and design/ detail sheets are signed by and engineer/architect.

12. ENCROACHMENT INTO COUNTY PROPERTY:

a. If you are going to be temporarily storing or placing anything on County property (road, right-of-way, sidewalk, drive approach, flood control channel, park, beach, etc.) you are required to obtain approval and permits in advance for this use from the County Property Permits department of this agency, located at the same location as the Development Processing Center at 300 North Flower Street, Santa Ana, CA 92703, Phone: (714) 834-5529.

b. Other permits required include: use of ads, roads, replacement permit for sidewalk installation, tree removal permit (where trees need to be removed in the public right-of-way when constructing new buildings), curb drain permits, water/sewer lateral and cable T.V. permits.

c. If you are going to have a driveway approach constructed or relocated, you are required to obtain approval and a permit in advance from County Property Permits.

13. DITCHES AND TRENCHES:

a. Prior to the excavation of any trench to a depth of five feet or deeper, a permit must be obtained from the State of California Division of Safety and Health Administration (Cal-OSHA), located at 2100 E. Katella Avenue, Anaheim, CA 92801, Phone: (714) 939-0145. A grading permit may also be required.

14. BUILDING PERMIT VALIDITY:

a. Your building permit is valid for 180 days after issuance, after which, under the provisions of this Code shall expire by limitation and become null and void if the proposed construction has not commenced within one hundred eighty (180) days or if the construction work is suspended or abandoned for a period of 180 days without valid inspections. Per Section 105.5 of the Building Code Ordinance # 08-005. The permit will automatically extend for 180 days after each valid inspection. The permit, under certain qualifying circumstances, may be extended. Contact the Development Processing Counter or the Inspection Section for specific details.

b. If a change of owner or contractor occurs, a new building permit must be obtained.

15. OTHER SERVICES:

Information regarding the following services which are NOT provided by the Building Plan Check Section, but may be required in permit processing, may be obtained by contacting the indicated agencies:

a. Sewer Connection: Call your local Sanitation District, which is listed on your tax bill.

1) Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92708
Phone: (714) 593-7800

b. The Office of Consumer Affairs

1) Community Service Agency

1300 South Grand Avenue
Building "B"
Santa Ana, CA 92703
Phone: (714) 567-7420

c. **County Recorder's Office**
   1) 12 Civic Center Plaza
      Santa Ana, CA 92703
      Phone: (714) 834-2500

d. **County Assessor's Office**
   1) 12 Civic Center Plaza
      Santa Ana, CA 92703
      Information: (714) 834-2727
      Exemptions: (714) 834-4740
      Identification of Property: (714) 834-2775

e. **Housing and Urban Development**
   1) 1170 Broadway
      Santa Ana, CA 92703
      Phone: (714) 796-5577

f. **Worker's Compensation Insurance Information**
   1) 10 Civic Center Plaza
      Room 469
      Santa Ana, CA 92703
      Phone: (714) 568-5176

g. **California Coastal Commission South Coast District**
   1) 245 North Broadway
      Suite 380
      Long Beach, CA 92802
      Phone: (310) 590-5071

h. **Contractor's State License Board**
   1) 28 Civic Center Drive
      Santa Ana, CA 92703
      Phone: (800) 321-2752

i. California State Department of Industrial Relations
   1) Industrial Safety (Cal-OSHA)
      2100 E. Katella Avenue
      Anaheim, CA 92801
      Phone: (714) 939-0145

j. **State of California Energy Commission**
   1) 1516 9th Avenue
      Sacramento, CA 92825
      Phone: (916) 654-4287

k. **Orange County Fire Authority**
   1) 1 Fire Authority Road
      Irvine, CA 92602
      Phone: (714) 573-6100

l. County Health Department

1) Environmental Health

1241 E. Dyer Road
Suite 120
Santa Ana, CA 92703
Phone: (714) 433-6000

m. **Building Permit Records Research**

1) 300 North Flower Street
Santa Ana, CA 92703
Phone: (714) 667-8885

n. Street Addressing Department

1) Public Works Survey

300 North Flower Street
Santa Ana, CA 92703
Phone: (714) 834-3465

o. **Building Inspection Department**

1) 300 North Flower Street
Santa Ana, CA 92703
Phone: (714) 796-0407