

BUILDING PERMIT GENERAL REQUIREMENTS INFORMATION



CONTACT INFORMATION

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http://www.cityofgrassvalley.com/services/departments/cdd/bd_overview.php

WHICH BUILDING CODES ARE CURRENTLY ADOPTED BY THE CITY OF GRASS VALLEY?

- **Grass Valley Municipal Code Title 15**
- **2007 California Fire Code Part 9** - based on the 2006 International Fire Code as published by the International Code Council (ICC) as adopted and amended by the California Building Standards Commission in the California Building Standards Code, Title 24 of the California Code of Regulations.
- **2007 California Building Code Part 2** - based on the 2006 International Building Code including as adopted and amended by the California Building Standards Commission in the California Building Standards Code, Title 24 of the California Code of Regulations.
- **2007 California Electrical Code Part 3** - based on the 2005 Edition National Electric Code as adopted and amended by the California Building Standards Commission in Title 24 of the California Code of Regulations.
- **2007 California Mechanical Code Part 4** - based on the 2006 Uniform Mechanical Code as adopted and amended by the California Building Standards Commission in Title 24 of the California Code of Regulations.
- **2007 California Plumbing Code Part 5** - based on the 2006 Uniform Plumbing Code as adopted and amended by the California Building Standards Commission in Title 24 of the California Code of Regulations.
- **2007 California Energy Code Part 6** - as adopted by the California Building Standards Commission in Title 24 of the California Code of Regulations.
- **2007 California Historical Building Code Part 8** - as adopted by the California Building Standards Commission in Title 24 of the California Code of Regulations.
- **2007 California Existing Building Code Part 10** - based on Appendix Chapter A1 of the 2006 International Existing Building Code as adopted and amended by the California Building Standards Commission in the California Building Standards Code, Title 24 of the California Code of Regulations.
- **2007 California Referenced Standards Code Part 12** - as adopted by the California Building Standards Commission in Title 24 of the California Code of Regulations.
- **2006 International Property Maintenance Code** - as published by the International Code Council.
- **2006 Uniform Swimming Pool, Spa, & Hot Tub Code** - as published by the International Association of Plumbing and Mechanical Officials.

WHAT ARE THE DESIGN REQUIREMENTS FOR THE CITY OF GRASS VALLEY?

Per 2007 ASCE 7 – 05:

- Seismic Design Category = C
- Wind Load = 85 mph (3 second gust)
- Snow Load = 30 psf minimum
- Soils Reports Required: For new commercial construction and projects on sloping hillsides.
- Certificates of Occupancy are required for all new construction projects including residential.

WHAT TYPES OF WORK REQUIRE A BUILDING PERMIT?

A building permit is required for all new residential and commercial construction, additions and remodels—as well as most electrical, plumbing and mechanical installations, repairs and upgrades.

***NOTE:** Work not listed on your building permit is not covered by the issued permit, so it is important to be thorough and specific when filling out the description of the work to be done!

WORK THAT REQUIRES A BUILDING PERMIT:

2007 CBC Section 105.1 (Permits) Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

EXAMPLE PROJECTS THAT REQUIRE A BUILDING PERMIT:

- Decks, patio enclosures, carports, and awnings.
- Re-roofing and new or replacement siding.
- Conversions of existing space.
- Swimming pools and spas.
- Retaining walls over 4'[less if restraining a surcharge] in height from bottom of footing to top of wall.
- Addition, resizing, and replacement of doors and windows.
- Demolitions – partial and complete.
- New foundation under an existing structure
- Temporary power poles and structures (trailers, tents, mobile homes, booths)
- Installation, replacement or relocation of the following: wood stove, masonry fireplace, furnace, electric or gas service panel, water heater, gas piping, HVAC and air conditioning.

BUILDING PERMITS ARE **NOT REQUIRED FOR:**

***NOTE:** Other City Department reviews and permits may be required, please contact the City Building Division to request clarifying information @ 530.274.4340.

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square.
 - Planning approval is required.
- Fences not over 6 feet high.
 - Planning approval is required.
- Oil derricks.

BUILDING PERMITS ARE NOT REQUIRED FOR: (continued)

- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
- Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
- Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.
- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- Temporary motion picture, television, and theater stage sets and scenery.
- Prefabricated swimming pools accessory to a Group R-3 occupancy (single family dwellings) that are:
 - Less than 24 inches deep, do not exceed 5,000 gallons, and;
 - Installed entirely above ground.
- Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
- Swings and other playground equipment accessory to detached one- and two-family dwellings.
- Window awnings supported by an exterior wall that:
 - Do not project more than 54 inches from the exterior wall and;
 - Do not require additional support of Group R-3 and U occupancies (single family dwellings).
 - Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.

ELECTRICAL PERMITS ARE NOT REQUIRED FOR:

- **Repairs and maintenance:** Minor repair work, including:
 - The replacement of lamps or;
 - The connection of approved portable electrical equipment to approved permanently installed receptacles.
- **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to:
 - Equipment and wiring for a power supply and;
 - The installations of towers and antennas.
- **Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

MECHANICAL PERMITS ARE NOT REQUIRED FOR:

- Portable heating appliance.
- Portable ventilation equipment.
- Portable cooling unit.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- Replacement of any part that does not alter its approval or make it unsafe.
- Portable evaporative cooler.
- Self-contained refrigeration system containing 10 pounds (5 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

PLUMBING PERMITS ARE NOT REQUIRED FOR:

- The stopping of leaks in drains, water, soil, waste or vent pipe however:
 - If any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
- The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

EMERGENCY REPAIRS:

- Where equipment replacements and repairs must be performed in an emergency situation; the permit application shall be submitted within the next working business day to the building official.

REPAIR WORK:

- Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps, or the connection of approved portable electrical equipment to approved permanently installed receptacles.
- Such repairs shall not include:
 - The cutting away of any wall, partition or portion thereof,
 - The removal or cutting of any structural beam or load-bearing support, or;
 - The removal or change of any required means of egress, or;
 - The rearrangement of parts of a structure affecting the egress requirements;
- Nor shall ordinary repairs include addition to:
 - The alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

HOW TO OBTAIN A BUILDING PERMIT

A completed permit application must be submitted by the owner, contractor, or an authorized agent who has written permission or proof of power of attorney.

- Over-the-counter permits are issued upon Building Division approval of the completed permit application.
- For projects requiring the submittal of plans, a plan check fee is collected with the application. After plans have been checked and approved by the appropriate departments, the permit is issued and all remaining applicable fees are due at that time.
- Construction on the project *shall not commence* until the permit is issued.

WHAT KINDS OF PROJECTS REQUIRE PLANS?

- New residential and commercial construction.
- Remodels and additions.
- Commercial tenant improvements.
- Garages and sheds larger than 120 square feet in floor area.
- Retaining walls.
- Swimming pools
- Decks 30" or more above grade, etc.

WHO MAY PREPARE BUILDING PLANS

The requirements for persons that may prepare buildings plans is defined in the California Business and Professions Code as follows:

California Business & Professions Code Section 5537:

- 1) An unlicensed person may prepare plans, drawings or specifications for the following:
 - Single family dwelling not more than two stories and basement in height.
 - Multiple dwellings containing no more than four dwelling units and not more than two stories and basement in height. Also, maximum of four dwelling units on any lot.
 - Garages or other structures appurtenant to single family dwelling or multiple dwellings not more than two stories and basement in height.
 - Agricultural and ranch buildings unless the building official deems that an undue risk to the public health, safety, or welfare is involved.
- 2) This does not include any portion of any structure exempted by this section deviates from conventional framing requirements for wood frame construction found in Chapter 23 of the 2007 edition of the California Building Code or tables of limitation for wood frame construction.
 - The building official may require the preparation of plans, drawings, specifications, or calculations for that portion by, or under the direct supervision of, a registered engineer or architect.
 - The documents for that portion shall bear the stamp and signature of the licensee who is responsible for their preparation.

California Business & Professions Code Section 5538:

- 1) Plans prepared for the following type of projects except as specifically noted above, shall be deemed as affecting the safety of a building or its occupants and **shall be stamped and signed by a registered engineer or architect:**
 - New buildings, additions to existing buildings.
 - Projects with interior or exterior structural alterations.
 - Interior alteration with an occupancy change.
 - Interior alteration with walls and partitions over 5'9" in height.
 - Interior alteration to existing ceiling work.
 - Storage racks over 8' in height.
 - Remodeling projects with changes to 1-hr rated corridors, fire rated occupancy separations, area separation walls.
 - Alteration with changes to exiting requirements.
 - Hazardous occupancies H-1, 2, 3, 4, 5, 6, 7, and 8.
 - Assembly occupancies: A-1, 2, 2.1, 3, and 4
 - Tanks and vessels.
 - Machinery and equipment requiring design per Chapter 15 of ASCE 7-05.
 - Roof mounted mechanical equipment.
 - School and day care occupancies E-1, E-2, and E-3.
 - Hospital occupancies I-1.1, I-1.2, I-2, and I-3.
 - Projects with S-1, S-2, S-3, S-4, S-5, and S-6 occupancies.
 - Hotel, motel, and apartment occupancies R-1.
 - Projects with mixed occupancies.
 - Remodeling projects in a high-rise (having floors over 75' in height) building.

WHO MAY PREPARE BUILDING PLANS (continued)

- Lateral force resisting systems utilizing poles embedded in the ground.
- Cripple walls exceeding 4' in height or adjacent to garage door openings.
- Any project deemed by Building Official to require professional design by a California Registered Engineer or Architect.
 - a) Commercial projects requiring modifications to ADA/Accessibility features to meet current 2007 California Building Code Chapter 11A and 11B minimum requirements.
 - b) Projects requiring AS-BUILT plans detailing work completed without the issuance of a building permit or required inspections.

HOW LONG DO I HAVE TO FINISH THE WORK BEFORE MY PERMIT EXPIRES?

Building permits issued by the City of Grass Valley expire two (2) years after the date of issuance—or when one of the following circumstances occurs first:

- 1) There have been no inspections within the first 6 months of issuance.
- 2) More than 6 months has passed since the most recent inspection.

***NOTE:** It is the permit applicant’s responsibility to maintain the active status of the issued permit. Once a permit expires, extensions will only be allowed or considered upon written request that details extenuating circumstances beyond the applicant’s control.

HOW DO I SCHEDULE INSPECTIONS AND HOW MANY WILL BE REQUIRED?

Every permitted project requires at least one inspection in order to approve the work being performed. The number of inspections required varies according to the complexity of the project. Many minor projects call for only two inspections, while construction of a new home may require a dozen or more. When all requirements and corrections have been satisfied and all other final approvals have been given by other City Departments, the Building Inspector will “final” the permit.

To schedule a building inspection, call the Building Division’s 24-hour Inspection Request Line at (530) 274-4343 and provide all the information requested by the recorded message. Inspection requests may be called in any time prior to 7:00 am on the day the inspection is being requested. Calls received after 7:00 am will be forwarded to the next business day. We are unable to guarantee AM or PM inspections.

FOR MORE INFORMATION:

For additional information or specific questions regarding the City of Grass Valley’s building permit process, please contact the Building Division at (530) 274-4340.

QUICK REFERENCE DEPARTMENT PHONE NUMBERS:

- BUILDING INSPECTION REQUEST LINE (530) 274-4343
- BUILDING DIVISION (530) 274-4340
- FIRE DEPARTMENT (530) 274-4370
- PLANNING DIVISION (530) 274-4330
- PUBLIC WORKS DEPARTMENT (530) 274-4350
- ENGINEERING DEPARTMENT (530) 274-4373
- FINANCE DEPARTMENT..... (530) 274-4300