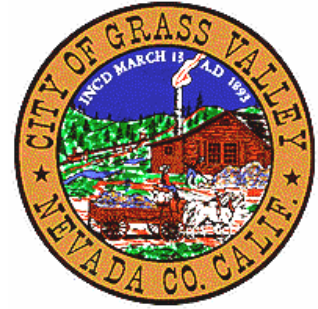


BUILDING PERMIT GENERAL INFORMATION



CITY OF GRASS VALLEY BUILDING DIVISION (530) 274-4340
125 E. MAIN STREET, GRASS VALLEY, CA 95945
BUILDING INSPECTION REQUEST LINE (530) 274-4343
www.cityofgrassvalley.com

Which building codes are currently adopted by the City of Grass Valley?

2001 California Building Code (UBC 1997)	California Fire Code (USC 2001)
2001 California Plumbing Code (UPC 2000)	2005 California Energy Code
2001 California Mechanical Code (UMC 2000)	Grass Valley Municipal Code Title 15
2001 California Electrical Code (NEC 1999)	

What types of work require building permits?

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 permit, so it is important to be thorough and specific when filling out the description of the work to be done!

Examples of other common 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' in height from bottom of footing to top of wall
- Addition, resizing and replacement of doors and windows
- Interior and total demolition
- 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.

A building permit is NOT required for the following:

- One-story detached storage buildings not exceeding 120 square feet in floor area
- Concrete for driveways, porches and walkways
- Fences not more than 3' high: at front and up to 20' back on sides
- Fences not more than 6' high: at rear and more than 20' back on sides
- Finish work such as painting and wallpaper

Obtaining 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 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 cannot commence until the permit is issued.*

What kinds of projects require plans?

New residential and commercial construction, remodels, additions, commercial tenant improvements, garages, sheds larger than 120 square feet in floor area, retaining walls, swimming pools, decks 30" or more above grade, etc.

Who may prepare the building plans?

RESIDENTIAL: Plans for residential projects may be prepared by the owner or a licensed contractor, providing they are for conventional construction of wood frame buildings. Otherwise, they must be prepared by a licensed architect or engineer.

COMMERCIAL: Plans for commercial projects may be prepared by a contractor unless they involve any structural work, in which case they are required to be prepared by a California licensed architect or engineer.

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 12 months of issuance
- 2) More than one (1) year has passed since the most recent inspection

It is your responsibility to maintain the active status of your permit. Once a permit expires, no extensions will be allowed or considered.

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, the Building Inspector will “final” the permit. However, some projects, such as new construction, must also receive final approval by other City departments.

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