

# City of Isleton

## Building Division

### When May I Start Building?

Construction is allowed to begin only after the permit is issued. Once the permit application and accompanying plans have been submitted, the Building Division will examine and process the plans. The plans are reviewed in the order they are received. You will be notified of approval by telephone or by mail with permit fees specified at that time. Permit fees are based on either the permit type and/or square footage of the construction to be done.

### May I Change My Mind?

Yes. If you change your contractor, ask the permit technician to revise the application form. If you change your project, submit three sets (for residential) and three sets (for commercial), and a flash/CD to the Building Division, that clearly show the revisions in relationship to the approved plans. These revisions must be approved by the Building Division.

### How Much Does a Building Permit and Plan Check Cost?

The cost of a building permit is based upon construction valuation cost of the proposed construction project or flat fees, as determined by the size of project, and specific use of the buildings or structures, mechanical, electrical, and plumbing. Plan check fees are also based on construction valuation cost. All Plan Check fees are payable at the time of application submittal.

### Building Permit Application

For the purpose of this section, an application for a building permit shall be construed as a transaction and all declarations required shall be construed as record under HSC 19825.

### How Long is the Permit Active?

Once a permit is issued, construction must commence within 180 days. Construction may not stop completely for more than 180 days. If these time periods are exceeded, the permit will automatically expire, and a new application for a building permit is necessary.

### Typical items to Check Before Submitting Plans.

Ensure that the use, size, height, and location of the building on the development site conforms with the City's Zoning Code. Contact the Planning Division at (916) 777-7770 for more information.

Check for the location of any public utility easements on the building site. No construction is allowed on or over such easements. Contact the Public Works Department at (916) 777-7770 for more information.

### California Building Standards Code and Isleton Municipal Codes.

Latest adopted editions of the California Building Standards Codes are available for review at the Building Division, 101 2nd Street Isleton, California 95641.

For further information, call the Building Division at (916) 777-7770



## BUILDING PERMIT PROCESS

101 2nd Street  
Isleton, CA 95641  
(916) 777-7770 Office  
(916) 777-7775 fax

# The Building Permit Process

## Permit Process

The City of Isleton Planning and Building Division, and Sacramento County Departments, Agencies and or Districts review applications and plans, and assign conditions. Most reviews are done concurrently while applications are being checked. The following is a list of the major review areas:

- Building Division
- Planning Division
- Public Works Department
- Sacramento County Health Department
- Isleton Waste Water Treatment Plant
- Fire Department
- River Delta School District

After an application for a building permit has been filed, the Building Division becomes the hub for routing and recovering the project drawings from appropriate reviewing sections, agencies, and the plans examiner assigned to the project. Final building permit approval may not be given to any project until all divisions, departments, districts and agencies have returned the required written approvals to the Building Division.

## Plan Review Process

In order to provide fast and efficient plan check services, we utilize in-house plan check as well as a consultant plan review firm. Before a building permit can be issued, a plans examiner must evaluate structural integrity, construction details, and provisions for meeting fire and life safety requirements.

Plan reviews are performed on a first-in, first-reviewed basis. Depending on the number of plans being submitted, the first plan review is usually completed within two to three weeks from submittal. If there are items that are incomplete or incorrect, you will be asked to revise and re-submit the plans for additional review. It may take a few days before the plans examiner can evaluate the re-submittal.

Over-the-counter plan checks are routinely provided for basic repair and replacement work, such as termite repair, re-roofing, mechanical equipment change-outs, electrical service change-outs, window and exterior siding replacement, water heater replacement, kitchen and bathroom remodels, minor demolition work, etc.

We will contact the applicant as soon as the plans have been approved. The general contractor, home owner, or authorized representative of the property owner or contractor then comes to the office and pays the permit fees, returns the completed sign-offs (routings), signs the permit, and picks up the field set of plans, and the field inspection card. The permit is thus issued.

## Inspection Process

The inspection process involves inspection of all types of construction projects. After issuance of a permit, construction may begin on the project. During this phase of development, inspections are required, not only to ensure compliance with the State and City Municipal Codes, but also to ensure that the project is being performed in a safe manner.

## A complete set of plans MUST include:

- ⇒ Plot plan (fully dimensioned)
- ⇒ Foundation plan
- ⇒ Floor plan
- ⇒ Elevations (front, rear, and side views)
- ⇒ Cross section (floor, wall and roof)
- ⇒ Framing and Roof Plan
- ⇒ Construction details and material specifications
- ⇒ Title-24 Energy Standards requirements.
- ⇒ Green Building Standards– CALGreen Mandatory Check List
- ⇒ Truss Calculations
- ⇒ Electrical, plumbing, mechanical and disabled access standards (if applicable).
- ⇒ Base Flood Elevation (BFE), if applicable

The plans must show the entire development site, all structures, their size and location on the site, and an arrow indicating which direction is north. Building plans should be drawn to a scale of not less than one-fourth inch to the foot and must be on at least 18" x 24" paper. Any plumbing, electrical, or mechanical work to be done must be noted on the plans.

Whatever your planned construction project is, it will probably require application for a permit, a plan check review, and inspections. The information listed in this brochure should help you through the required procedure.