

## *Partial Building Permit*

### **PURPOSE**

To establish a procedure for the issuance of partial building permits, including foundation only. This procedure is written for foundation only permits but may be applied for partial building permits for the construction of another part of a building or structure.

### **GENERAL**

Appendix Chapter 1, Section 106.3.3 of the 2007 California Building Code provides for the issuance of a partial building permit for the construction of part of a building or structure, provided adequate information and detailed statements have been filed complying with all pertinent requirements of the code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk, and without assurance that the permit for the entire building or structure will be granted. The Department generally receives applications under this provision for foundation only permits; therefore, this procedure has been written for that purpose. **Applicants for partial building permits may utilize the Third Party Plan Check (TPPC) Procedure 9-4-1.** (Projects subject to the flood plain ordinance, Chapter 7B, Sonoma County Code or located within the Alquist Priolo zone are not eligible for TPPC or partial building permits.)

### **PROCEDURE**

#### A. Submittal requirements

Applicants shall submit a complete application for a building permit and attach a written request for a partial building permit. In addition to four (4) sets of construction plans, the applicant may be required to submit one or more of the following:

1. Four (4) copies of a complete site plan (refer to Minimum Standard Site Plan, form PJR-015. Two (2) additional reduced copies if property is served by private septic system.
2. Two (2) copies of a soils report, if required, and letter from soils engineer indicating review of plans.
3. Four (4) copies of foundation plans, including anchors, hold downs, embeds, reinforcement.
4. Four (4) copies of floor plans. Two (2) additional reduced copies if property is served by private septic system.
5. Two (2) sets of calculations and drawings for the shell and all significant interior elements to justify foundation requirement.
6. Four (4) copies of underground utility plan.

7. Four (4) copies of plumbing, electrical, mechanical and exiting for all commercial buildings or for a residence larger than 5,000 square feet.
8. The cost of foundation for design and construction.
9. Completed *Agreement for Partial Building Permit* form BPC-009.

B. Fees

Plan check (PC) fees for a partial building permit shall be in addition to calculated PC fees for the structure. **All development or mitigation fees shall be paid prior to the issuance of the partial building permit.** For foundation only, the fee shall be 60% of the calculated PC fee for the structure. All other partial building permit fees shall be assessed on an *at cost* basis as indicated in adopted fee schedule for additional PC.

C. Approvals

Prior to issuance of a partial building permit, all approvals required for the entire building or structure shall be obtained from PRMD, other County Departments, and applicable outside agencies. Required approvals may include, but are not limited to the following:

1. Zoning.
2. Fire.
3. Encroachment.
4. Drainage.
5. Sanitation.
6. Well and Septic.
7. Regional Water Quality Control Board.
8. Fish and Game.
9. Army Corps of Engineers.

If the project is subject to a discretionary planning approval (i.e. use permit or design review), all conditions required to be met prior to building permit issuance shall be met prior to issuance of a partial building permit.

If the property is served by a septic system, the septic system permit or approval **shall be issued** prior to issuance of the partial building permit. All required elements of Fire Safe Standards shall be in place at the start of construction.

D. Converting Existing Building Permit to Partial Building Permit

Requests to convert an existing building permit application to a partial building permit application will be treated as a new submittal. Applicants will need to submit new plans and plan fees as set forth above.

**ATTACHMENTS**

BPC-009 - Agreement for Partial Building Permit

**Approved by:**

/s/ Pete Parkinson

**Pete Parkinson, Director**

Lead Author: Debra Watts

01/29/04

03/15/10



Intranet



Intranet and Internet