

Same-day Expedited Plan Check

PURPOSE

This policy is intended to outline the additional projects which could qualify for a same-day expedited plan check (SDEP) review and approval, prescribe the submittal requirements, and outline the procedures for submittal and review of building permit application packages. Policy & Procedure 9-4-6 (Building Plan Checks and Approvals Done at the Building and Grading Cubicle) exists to provide consistency in over-the-counter plan checks for projects consisting of non-engineered residential remodels, non-engineered residential decks, limited non-engineered residential additions, limited non-engineered residential accessory structures, limited commercial tenant improvements, limited photovoltaic panels, retaining walls using PRMD standard plans and signs. It is in the mutual interest of owners, contractors and PRMD alike to expand this same-day service to more types of projects.

GENERAL

To qualify for the SDEP procedure, all required PRMD approvals must be obtained prior to the plan check of the project. These approvals include planning/zoning, fire, grading, storm water, well & septic, encroachment and code enforcement. Projects related to a PRMD Code Enforcement investigation/violation are not eligible to utilize the SDEP procedure. Alternate material/methods requests are not allowed for SDEP unless a pre-approved alternate method/material application is incorporated into the submittal.

Two main categories of plan preparation are included in this policy:

- Category 1. Projects designed & drawn by California licensed design professionals
- Category 2. Projects prepared by non-licensed design professionals

PROJECTS QUALIFYING FOR SDEP PROCEDURE

In addition to projects contained within Policy & Procedure 9-4-6 that are able to receive over-the-counter service, the following projects may be submitted under the SDEP procedure:

Category 1

- a. Single family dwellings, accessory structures and additions, single story, up to 2,000 sf;
- b. Decks of any size and any height above grade;
- c. Stand-alone cell towers, wind turbines (not mounted on or connected to other structures);
- d. Commercial projects not triggering accessibility or commercial projects conforming to Policy 9-4-6;
- e. Engineered retaining walls and fences;
- f. Any project contained within Category 2.

Category 2

- a. Stock plan pools in accordance with Policy #9-4-5;
- b. Stock plan water storage tanks in accordance with Policy #9-4-5;
- c. Manufactured homes;
- d. Single family dwellings, accessory structures and additions, single story, up to 1,000 sf;
- e. Stand-alone barrier removal projects (commercial accessibility-only).

SUBMITTAL REQUIREMENTS

The purpose of this process is to quickly turn around those projects that can be rapidly reviewed; rapid review is dependent on the presentation of materials that are legible, clear and complete.

- a. All Category 1 projects shall require submittal of a building permit application package complying with submittal standards prescribed in Appendix A of this policy.
- b. Category 2 projects submitted may include engineered elements and shall be in accordance with submittal standards prescribed in Appendix B. Engineered elements of Category 2 projects shall be submitted in accordance with Appendix A.
- c. The submittal requirements prescribed within this procedure shall augment submittal requirements prescribed in the following PRMD documents:

Policy #4-0-2: Building Site Evaluation Requirement Determination

Policy #9-4-5: Stock Plans for Swimming Pools, Water Tanks, and Accessory Structures

Policy#9-4-6: Building Plan Checks and Approvals Done at the Building and Grading Cubicle

CSS-019: Minimum Standard Site Plan

CSS-003: Building/Grading Permit Application Submittal Checklist

BPC-021: How to Get a Residential Building Permit

BPC-002: Residential Plan Checklist

PROCEDURE

1. Prior to applying for a building permit, a site evaluation shall be completed if required per Policy #4-0-2. All site evaluation comments must be addressed. An accessibility evaluation shall be completed and submitted for commercial projects unless the project is exempt from accessibility requirements.
2. At least one working day prior to the SDEP review:
 - a. Applicant shall submit a building permit application with 4 sets of complete building plans and 2 sets of any related documents to PRMD (see Submittal Requirements, above). Examples of related documents include but are not limited to soils reports, structural calculations, Title 24 documentation, Green Building documentation, etc.
 - b. At the time of application submittal, the applicant will request that the project be reviewed under the SDEP procedure.

- c. The Permit Technician will advise applicant of the required approvals and direct applicant to appropriate staff to obtain all necessary approvals.
 - d. If a grading permit is required, the grading permit must be in PREISSUE or ISSUE status to qualify for review under the SDEP process. The grading permit (if required) must be issued in order for the building permit to be issued.
 - e. If retaining walls are an essential component of the project, building permit application for retaining walls must be submitted in conjunction with the project.
3. After obtaining all required approvals, the applicant is routed to the Building cube to have the project added to the SDEP appointment list on the next available SDEP plan check day. After addition of project to the SDEP list, applicant shall stop at the cashier to pay appropriate fees.
 4. On the day and time that the project is to be reviewed, the applicant or designee shall be present during the plan check. PRMD strongly recommends that all designers/design professionals involved with preparation of the building permit application package attend the review. This will allow technical issues to be quickly addressed during the review.
 5. PRMD will provide all necessary staff to perform a complete plan check of the building permit application materials beginning at the appointment time. Applicant's design team, if available, will be there to answer questions and correct identified deficiencies on the spot per Item 4. above.
 6. Applicants whose projects are not correctable during the set appointment time shall receive written comments on deficiencies and shall resubmit. Resubmittals may be reviewed under the SDEP program. Applicants may make an appointment for review of the resubmittal at the time of the SDEP review or may make an appointment in accordance with Step 3. above.
 7. At the conclusion of a successful plan check, PRMD staff will assemble construction documents, print invoice, confirm approvals and route applicant to cashier for final payment and permit issuance.

Every effort will be made to complete entire process on the appointment date. In the event same day process is not achieved, assuming a successful plan check is concluded, PRMD staff will have the permit ready to issue by 10:00 a.m. the day following the SDEP review.

RESULTS OF NON-APPROVAL OF SDEP REVIEW

Design professionals whose submittals fail to meet the standards contained in this policy on two consecutive projects will not be able to use the SDEP process for 3 months.

Approved by:

/s/ Pete Parkinson

Pete Parkinson, Director

Lead Author: Kevin Berger, Senior Engineer

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APPENDIX A
Category 1 Submittal Requirements

Project submittal requirements for stock plan pools, stock plan water tanks and stock plan accessory structures are prescribed in, and shall be in accordance with, Policy & Procedure # 9-4-5. Project submittal requirements for manufactured homes are prescribed in and shall be in accordance with PRMD's Residential Construction Manual, Chapter 18, Page 18.11 "MANUFACTURED HOME, COMMERCIAL COACHES, SET-UP OR PERMANENT FOUNDATION.

All other projects shall comply with submittal requirements prescribed herein. Calculations shall clearly show all steps (no shortcuts, state all assumptions, define all variables, include all equations and references of equations) and clearly identify all conclusions. **Incomplete, undated or illegible drawings or calculations will not be accepted.**

Design Calculation Package – The following shall be identified and organized in a neat and legible presentation (note: no design elements or systems to be assumed "ok by observation"):

- 1) Title page including project location, date, stamp and wet signature
- 2) Table of Contents
- 3) Design loads including
 - a) Floor dead load and live load
 - b) Roof dead load and live load
 - i) All assumed dead loads for Floor and Roof are broken down to the component parts making up the assumed dead loads.
 - c) Wind design data:
 - i) Minimum basic wind speed of 85 mph
 - ii) Wind importance factor, I, and occupancy category
 - iii) Wind exposure C (Exposure D at coast; Exposure B must have supporting documentation)
 - iv) Internal pressure coefficient
 - v) K_{ZT} factor (actual factor unless justified as 1.0)
 - d) Earthquake design data
 - i) Accurate latitude/longitude of job site in decimal format to a minimum of 3 significant figures (38.XXX; -122.XXX) justified with a printout demonstrating exact location the lat/long were taken from (exact project location)
 - ii) Spectral response coefficients, S_{DS} and S_{D1} , from accurate lat/long of project location
 - iii) Seismic importance factor, I, and occupancy category
 - iv) Seismic Design Category
 - v) Basic seismic-force-resisting system(s)
 - vi) Design base shear
 - vii) Seismic response coefficient(s), C_s

- viii) Response modification factor, R, for each wall line
- ix) Analysis procedure used
- x) Redundancy factor used ($\rho = 1.3$ unless documented to be 1.0)
- e) Special loads
- 4) Illustrate calculations showing sketches, diagrams (such as for identification of wall lines and vertical load-carrying members) and free body diagrams.
- 5) Identify systems or components requiring special inspections for seismic resistance.
- 6) Show all masonry shear walls designed as “special reinforced masonry” shear walls.
- 7) Identify all material strengths/design parameters.
- 8) Retaining walls shall be designed with a 1.5 factor of safety for sliding and overturning (both stem only and stem-footing as a unit). Seismic forces shall be included when retaining walls support or protect a structure.
- 9) All vertical load carrying members analyzed and cross-referenced to a legend or diagram indicating the specific member being analyzed.
- 10) All point load-to-vertical load carrying members illustrated and identified including any member/system the load is being transferred from.
- 11) Identify & justify all connections transferring vertical and lateral loads.
- 12) Lateral calculations for each grid line requiring shear walls; identify length and type.
- 13) Identify locations and provide calculations for all hold-downs.
- 14) Justify adequate bearing area for all point loads in foundation.
- 15) Justify all diaphragms to carry required loads including nailing requirements.
- 16) Plans Package – The following shall be included with the plan package in a completely legible and readable presentation on 24x36 sheets, 1/4-scale or greater (in addition to checklist in CSS-003: Building/Grading Permit Application Submittal Checklist and BPC-002: Residential Plan Checklist):
- 17) Title sheet (include index, scope of work, building use and occupancy classification, building areas of each occupancy classification, type of construction)
- 18) Show all grid lines and shear wall types and lengths.
- 19) Provide separate shear wall plan.
- 20) Dimension all shear walls (including shear walls using 6” nail spacing).
- 21) Provide details showing how the interior shear walls are connected to the roof diaphragm.
- 22) Detail all shear transfer connections that transfer lateral forces from horizontal diaphragms through intermediate elements and shear walls to foundations.
- 23) Identify all masonry shear walls as “special reinforced masonry” shear walls.
- 24) Foundation details.
- 25) All connections detailed.
- 26) Specify concrete compressive strength and grade of reinforcement.
- 27) List all deferred submittal documents. **Prior approval of the building official is required for all deferred submittals other than trusses and sprinkler systems.**
- 28) Special inspection requirements and completed special inspection forms.
- 29) Illustrations that include fully dimensioned elements/systems resulting from design conclusions.
- 30) Identify locations and detail all hold-downs.
- 31) Specify/detail diaphragms including nailing requirements.

- 32) Show roof system.
- 33) Additional architectural requirements for specific systems/elements:
- a) Show all lighting controls
 - b) Show/detail fire separation walls
 - c) Show all WUI elements (including approvable attic ventilation)
 - d) Label stair rise/run
 - e) If large gas appliance, provide pipe size calculations
 - f) Show all California Energy Code documentation and label ALL required CEC elements in plans.
 - g) Provide window sizes for all windows; label tempered glass locations.
 - h) Provide CALGreen information (after January 1, 2011)
 - i) Accessibility plans include fully dimensioned drawings and accompanied by an Accessibility Review Report.
- 34) All sheets of plans shall be stamped, dated, and signed.

APPENDIX B
Category 2 Submittal Requirements

Project submittal requirements for stock plan pools, stock plan water tanks and stock plan accessory structures are prescribed in, and shall be in accordance with, Policy & Procedure # 9-4-5. Project submittal requirements for manufactured homes are prescribed in and shall be in accordance with PRMD's Residential Construction Manual, Chapter 18, Page 18.11 "MANUFACTURED HOME, COMMERCIAL COACHES, SET-UP OR PERMANENT FOUNDATION.

All other projects shall comply with submittal requirements prescribed herein. Calculations shall clearly show all steps (no shortcuts) and conclusions clearly identified. **Incomplete, undated or illegible drawings or calculations will not be accepted.**

Unlicensed individuals may design projects that fall within prescriptive requirements of CBC's Conventional Construction (see Residential Construction Manual, Section 20). After January 1, 2011, unlicensed individuals may also design projects that fall within prescriptive requirements of the 2010 California Residential Code. However, there is still technical work that must be performed to include energy calculations, minimum braced wall panel length determinations and compliance with the County's Green Building Ordinance (or CALGreen after January 1, 2011). Project designers not versed in these technical aspects of plan preparation should seek assistance from other design professionals. Individual structural systems or elements designed by licensed professionals shall comply with Appendix A requirements.

Plans Package – The following shall be included with the plan package in a completely legible and readable presentation on 24x36 sheets, 1/4-scale or greater (in addition to checklist in CSS-003: Building/Grading Permit Application Submittal Checklist and BPC-002: Residential Plan Checklist):

- 1) Title sheet (include index, scope of work, building use and occupancy classification, building areas of each occupancy classification, type of construction)
- 2) Show plan with grid lines.
- 3) Provide calculations of required braced wall panel lengths and provided brace wall panel lengths for each grid line.
- 4) Provide separate wall bracing plan; include braced wall panels and lengths.
- 5) Foundation details.
- 6) Details of all connections between structural elements.
- 7) Specify concrete compressive strength and grade of reinforcement
- 8) List all deferred submittal documents. **Prior approval of the building official is required for all deferred submittals other than trusses and sprinkler systems.**
- 9) Special inspection requirements and completed special inspection forms.
- 10) Illustrations that include fully dimensioned elements/systems resulting from design conclusions.

- 11) Identify locations and detail all hold-downs.
- 12) Show all framing details including around penetrations.
- 13) Show roof system; if heavy roof system (concrete tile) then structure must be engineered.
- 14) Additional architectural requirements for specific systems/elements:
 - a) Show all lighting controls
 - b) Show/detail fire separation walls
 - c) Show all WUI elements (including approvable attic ventilation)
 - d) Label stair rise/run
 - e) If large gas appliance, provide pipe size calculations
 - f) Show all California Energy Code documentation and label ALL required CEC elements in plans.
 - g) Provide window sizes for all windows; label tempered glass locations.
 - h) Provide CALGreen information (after January 1, 2011)
 - i) Accessibility plans, for other than R-3 occupancies, must include fully dimensioned drawings and accompanied by an Accessibility Review Report.
- 15) All sheets of plans shall be dated and signed.