

Building Plan Checks and Approvals Done at the Building Cubicle

PURPOSE

This policy is intended to clarify the procedures for building plan checks and approvals at the Building cubicle so that this process is implemented in a consistent manner.

GENERAL

One of the advantages of our cubicle system is that it allows immediate approval and issuance of smaller projects. The goal of this process is to expedite the permit process by increasing the number of projects that can be approved and issued the same day, while decreasing number of projects that wait for plan check.

FORM

Building/Grading Application Submittal Checklist (CSS-003)

PROCEDURE

1. As a general rule, plan checks and approvals at the Building cubicle shall not be done when three or more customers are waiting at the Building cubicle. However, when in the judgment of the cubical staff an adequate plan check can be performed without significantly increasing the waiting time of other customers, plan checks may be done with three or more people waiting.
2. Applicants should be directed to obtain approvals from the other required sections of the department listed on the *Building/Grading Application Submittal Checklist* (CSS-003) prior to going to the Building cubicle for plan check.
3. Plan checks and approvals at the Building cubicle may be done on plans for work already done without permits. After the plans are approved, the applicant shall be directed back to the Code Enforcement cubicle so that the final approval and fees can be recorded.
4. Plan checks and approvals at the Building cubicle may be done on projects in a flood zone as listed in the current Flood Insurance Rate Map (FIRM), when the improvement percentages are unambiguous and have been previously calculated by PRMD staff, and where elevation above the base flood level is not required.
5. Plan checks and approvals at the Building cubicle shall not be done on projects which increase the area of land covered by a structure in flood-prone urban areas as identified in Section 7-13(a)(38), Sonoma County Code.

6. Plan checks and approvals at the Building cubicle may be done for Abatement Demolition permits resulting from Code Enforcement cases.
7. Plan checks and approvals at the Building cubicle shall be done on the following types of projects:
 - a. Residential remodels.
 - i. No increase in floor area or building size.
 - ii. Approved for issuance by the other required sections of the department listed on the *Building/Grading Application Submittal Checklist* (CSS-003) prior to building plan check at the Building cubicle.
 - iii. No unconventional construction requiring a complete lateral design analysis. Unconventional construction requiring design analysis is limited to discrete building elements such as beams, garage portal walls, strong walls, or shear walls.
 - b. Residential decks.
 - i. 10 feet or less from grade at any point, measured from the deck to the ground directly beneath the perimeter of the deck.
 - ii. When site review is required, site review has already been completed and approved or can be done at first inspection.
 - iii. Approved for issuance by other required sections of the department listed on the *Building/Grading Application Submittal Checklist* (CSS-003) prior to building plan check at the Building cubicle.
 - c. Residential additions or detached non-habitable accessory structures including garages, sheds and carports associated with residential occupancies.
 - i. Not more than one story in height.
 - ii. No cripple walls greater than 4 feet in height.
 - iii. Detached non-habitable accessory structures 1000 sq. ft. or less in floor area.
 - iv. Residential additions 640 sq. ft. or less in floor area.
 - v. When site review is required and site review has already been completed and approved, or can be done at first inspection.
 - vi. No unconventional construction requiring a complete lateral design analysis. Unconventional construction requiring design analysis is limited to discrete building elements such as beams, garage portal walls, strong walls, or shear walls.
 - vii. Approved for issuance by other required sections of the department listed on the *Building/Grading Application Submittal Checklist* (CSS-003) prior to building plan check at the Building cubicle.
 - d. Commercial tenant improvements consisting of non-bearing walls, windows, doors, and associated electrical, plumbing, and mechanical work, meeting all of the following:
 - i. When the work is not in an eating or drinking establishment.
 - ii. When the work is in a Group B, F, M or S Occupancy.
 - iii. When all required accessibility features are shown on the plans.
 - iv. Approved for issuance by other required sections of the department listed on the *Building/Grading Application Submittal Checklist* (CSS-003) prior to building

- plan check at the Building cubicle.
- v. No unconventional construction requiring a complete lateral design analysis.
Unconventional construction requiring design analysis is limited to discrete building elements such as beams, garage portal walls, strong walls, or shear walls.
- e. Solar photovoltaic systems.
- f. Retaining walls when using Department approved standard details.
- g. Signs.

Other projects of a minor nature which meet the general criteria above.

Approved by:

/s/ Tennis Wick

Tennis Wick, Director

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