



COUNTY OF SONOMA

PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403-2829
(707) 565-1900 FAX (707) 565-1103

CONSTRUCTION INSPECTION PROCEDURES

Under the Building Code, all construction or work that requires a building permit shall be subject to inspection and approval by the County Building Inspector and all such construction or work shall remain accessible and exposed for inspection purposes until approved. It is the responsibility of the permit holder to call for inspection for each phase of construction.

1. When you are ready for an inspection.

- A. Telephone your request for inspection one day in advance using the Automated Inspection Request System (**SELECTRON**) at 707-565-3551. **You must have a touch tone telephone to use SELECTRON.** The use of a cell phone to access SELECTRON is not recommended as there are many areas in the County with insufficient signal strength to communicate properly with the system.

You may call up to midnight to schedule an inspection for the next day. Be sure to have your permit number, job address and inspection type ready. **SELECTRON** does have voice mail which can be used to request an AM/PM inspection and to provide a gate code or other relevant information. Be sure to leave a telephone number where you can be reached.

If you do not have a touch tone telephone, call 565-1679 between 8:00 am and 5:00 pm to schedule an inspection.

- B. Building inspectors **cannot** make inspections at a specific time, but will make every attempt to conduct the inspection in either a morning, mid-day or afternoon time frame. You may call 565-1679 after 8:30 am on the day of the inspection to get an approximate time of inspection.
- C. A pre-construction meeting with a building inspector prior to the foundation inspection phase is recommended on commercial projects and may be requested for complex residential projects.
- D. Building inspectors are available by telephone from 8:00 am to 8:30 am on weekdays, except on Wednesdays. Contact your inspector during this time with any questions you may have concerning your project. General building code questions can be answered by staff on duty during normal duty hours. Please call 707-565-2095. See section 1 of this manual for normal duty hours.
- E. Given the particular construction project, and to the extent possible, inspection requests should be grouped into inspection categories listed under #3 below.
- F. If the building permit was obtained to legalize construction started or completed without a permit, you should call for an inspection immediately after issuance of the permit.

2. **Before the County building inspector arrives at the site.**
 - A. Post the job address at the job site. Be sure that the address posted is the same as the address on the building permit. Fire Safe Standards require address numbers to be at least 4 inches high with a $\frac{3}{8}$ " stroke, reflectorized and on a contrasting background. Addresses shall be posted at the beginning of the driveway, (where the driveway intersects with the road), and must be visible from both directions of travel. Driveways serving multiple addresses shall have each address mounted on a single post at the beginning and at each Y or intersection in the driveway. Post height should be a minimum of 42" with a minimum 8"x10" placard.
 - B. Maintain the approved plans and job card on the job site at all times.
 - C. Make sure the owner, contractor or owner's agent is present at the site for inspections in an occupied residence. Inspectors cannot enter a residence with unattended minor children present.
 - D. Make sure all work to be inspected is completed and accessible. A sturdy ladder of sufficient length must be available, if necessary, for the requested inspection.
 - E. **If you fail to meet these requirements, a re-inspection fee will be assessed.** You will not be able to call for another inspection until the re-inspection fee is paid. You may call PRMD to pay this fee via the telephone using a credit card.
3. **In general, inspections should be grouped in the following categories and requested in the following order.** Depending on each project, additional inspections may be required for items such as; masonry fireplaces, shear walls, roof diaphragm nailing and roof covering installation. Requesting additional inspections should be discussed with the building inspector.
 - A. **FOUNDATION:** Request foundation inspection after trenches are excavated, forms are erected, UFER ground, seismic restraints and reinforcing steel are in place and, **before**, pouring concrete. Fire Safe Standards (FSS) also require that the emergency all-weather access road, water supply and required hydrant are in compliance **prior** to the foundation inspection.
 - B. **CONCRETE SLAB:** Request concrete slab inspection after drain/waste plumbing, water lines, mechanical ducts, and hydronic systems are installed, under test and exposed for the building inspector.
 - C. **UNDERFLOOR INSPECTION:** Request underfloor inspection after rough plumbing (sanitary drain lines) and rough mechanical (water and gas piping) are installed, strapped and under test; and after heat ducts are installed, supported and insulated **I before** the subfloor is installed. Subfloor and insulation are **not** to be installed until inspection of underfloor has been approved.
 - D. **STRUCTURAL INSPECTION:** Request structural inspection after bracing; shear panels at walls, floors and roof; straps and holdowns; fire blocking and all other framing and structural connections are in place.
 - E. **CLOSE-IN INSPECTION:** Request close-in inspection after roof sheathing/nailing inspection and approval, exterior walls and sub-roof underlayment, and exterior siding

or lath have been installed; all framing, fire blocking and bracing are in place; rough plumbing is completed and under test; rough electrical and rough mechanical are complete, **before** the building is insulated and drywall is applied.

- F. **INSULATION INSPECTION:** Request insulation inspection after insulation is in place. If prior arrangements are made with the building inspector, a certificate of insulation installation may be accepted in lieu of an inspection.
- G. **WALLBOARD INSPECTION:** Request wallboard inspection after all lathing or gypsum board (interior and exterior) is in place, but **before** taping, plaster, or stucco is applied.
- H. **SPECIAL INSPECTIONS:** All special inspections must be completed with daily reports available.
- I. **FINAL INSPECTION:** Request final inspection after construction is completed, including all grading, drainage and site work, and **before** the building is occupied. The building must be unlocked, or prior arrangements made for the inspector to access the building. All appliances, electrical fixtures, convenience outlets, switches and plates must be in place. The following is also required to receive a final on the building permit and a certificate of occupancy:
 - 1. All required approvals for occupancy which include but not limited to: Well and Septic, Sanitation, Planning, Encroachment and Fire.
 - 2. The following completed documents must be available at the job site: a) CF6R form for energy regulation compliance; b) final special inspection summary report, if applicable and c) structural engineer's final report, if applicable.

REVISIONS TO BUILDING PERMITS

If a construction project is revised, for example by altering floor plans or adding additional square footage, the revisions must be reviewed and approved by PRMD prior to making those changes in the field. A resubmittal form must be filled out for all revisions to construction plans or other documents which comprise the approved permit documents under an issued building permit. The applicant will receive an approved set of the revised plans for the job site after approval by plan review staff and payment of any additional fees.

- 1. SUBMITTAL REQUIREMENTS
 - A. A completed resubmittal form with the applicant and contact person's name, address, and phone number; the job address and permit number.
 - B. Two (3) copies of the drawing sheets or document pages affected by the revision(s) with changes clearly highlighted or delineated with date of revision. Documents must be signed/sealed by the person who prepares or is responsible for them.
 - C. Three (3) copies of the drawing sheets or document pages affected by the revision(s) if there are floor plan changes.

2. PROCEDURE

- A. In addition to building plan check review, revisions to building plans or permits may also need to be reviewed and approved by multiple PRMD divisions/sections, including but not limited to, Planning/Zoning, Well and Septic and Drainage Review. When submitting revised plans, it is necessary that applicants meet with a permit technician to identify the required approvals so that applicants can meet with applicable staff prior to submitting the revised plans for building plan check. Common revisions that require additional review and approval include but are not limited to:
- Changing (increase or decrease) the size of the building
 - Changing the building height
 - Changing the scope of work
 - Changing the building location
 - Changing the occupancy (e.g. storage to habitable space)
- B. Revisions to plans may also result in an increase or decrease in applicable development fees such as school, traffic and affordable housing. A permit technician can explain these fees.
- C. If additional square footage is being added to a building under construction, an additional plan review and building permit is required. The application and plan review fees are collected upon submittal to PRMD. After the plan review is complete, the applicant will be notified and pay applicable building permit fees. In some cases, the plan review can be done on the same day by the plans examiner on duty at the cubicle.
- D. If no additional square footage is proposed and the revisions include internal alterations to the permitted structure, an hourly rate taken from the current PRMD fee schedule will be charged. In some cases, the plan review can be done on the same day by plan check staff on duty at the cubicle.

PERMIT RELATED AGENCIES

County of Sonoma

Fire Marshal
Department of Emergency Services
2300 County Center Drive Suite 221A
Santa Rosa, CA 95403
(707) 565-1152

Public Works Department
2300 County Center Dr, Suite B100
Santa Rosa, CA 95403
(707) 565-2231

Permit & Resource Management Department
2550 Ventura Avenue
Santa Rosa, CA 95403
(707) 565-1900

Sonoma County Water Agency
404 Aviation
Blvd. Santa Rosa, CA 95403
(707) 526-5370

Regional Parks Department
2300 County Center Drive Suite 120A
Santa Rosa, CA 95403
(707) 565-2041

Northern Sonoma County Air Pollution
Control District
150 Matheson Street
Healdsburg, CA 95448
(707) 433-5911

City of Santa Rosa

Building Department (707) 543-3230
Planning Department (707) 543-3223
100 Santa Rosa Avenue
Santa Rosa, CA 95404

Public Works (707) 543-3800
69 Stony Circle
Santa Rosa, CA 95401

Sanitation Districts

Bodega Bay Public Utilities
265 Doran Park
P O Box 70
Bodega Bay, CA 94923
(707) 875-3332

Town of Windsor
9291 Old Redwood Highway Bldg 300A
Windsor, CA 95492
(707) 838-1004

Other Agencies

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109
(415) 771-6000

California Energy Commission
1516 Ninth Street
Sacramento, CA 95814
(916) 654-4287

Contractors State License Board
50 D Street, Suite 105
Santa Rosa, CA 95404
(707) 576-2192
(800) 321-2752 (Information)

Division of the State Architect
1300 I Street, 8th Floor
Sacramento, CA 95814
(916) 445-7627

PERMIT RELATED AGENCIES

Other Agencies - continued

State Compensation Insurance Fund
1450 Neotomas Avenue
Santa Rosa, CA 95405
(707) 573-6300

State Dept of Housing & Comm. Dev.
Division of Codes & Stds. - No. Area
8911 Folsom Boulevard
Sacramento, CA 95826
(916) 255-2501

Department of Toxic Substance Control
700 Heinz Avenue, Suite 200
Berkeley, CA 94710-2737
(510) 540-3739
(800) 698-6942

Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612
(510) 622-2300

Department of Fish and Game - Regional HQ
7329 Silverado Trail
Napa, CA 94558
(707) 944-5500

Regional Water Quality Control Board
North Coast Region
5550 Skylane Blvd
Santa Rosa, CA 95403

State Lands Commission - Division of Lands Com.
100 Howe Avenue, Suite 100 South
Sacramento, CA 95825
(916) 574-1900

S. F. Bay Conserv. & Dev. Comm.
50 California Street, Suite 2600
San Francisco, CA 94111
(415) 352-3600

Dept. of Industrial Relations - Cal/OSHA
1221 Farmers Lane
Santa Rosa, CA 95405
(707) 576-2388

Cal/Trans - Dept. of Transportation
111 Grand Avenue / P O Box 23660
Oakland, CA 94623
(510) 286-4444

Department of Consumer Affairs
400 R Street
Sacramento, CA 95814
(916) 952-5210

OSHA - Federal
455 Golden Gate Avenue
San Francisco, CA 94102
(415) 703-5100

U. S. EPA
(415) 744-1500

Residential Special Inspection

INTRODUCTION

The purpose of this section is to clarify the requirements for special inspection of Group R-3 and U occupancies, based on Chapter 17 of the CBC. The requirements and procedures have changed significantly in this edition of the code.

TECHNICAL DETAILS

Structures Subject to Special Inspection

The CBC states:

“Unless otherwise required by the building official, special inspections are not required for occupancies in Group R-3 and occupancies in Group U that are accessory to a residential occupancy...”

Based upon the above, special inspections are not required for these occupancies, EXCEPT that special inspections shall be required for:

1. “Drill and pour” pier foundations where piers must be drilled and poured one at a time due to soil conditions. “Drill and pour” must be approved in advance by PRMD Building Division staff.
2. Steel moment frames which are designed to resist lateral forces.
3. Items where the product listing specifically requires special inspection, such as epoxy anchors.
4. When the registered design professional who prepares the plans states that special inspection is required or recommended.
5. Other cases when specifically required by the building official.

Residential Pier Foundations

Based upon the above, most residential pier foundations will not require special inspection. Inspection procedures for such foundations are as follows:

1. Pier foundations without special inspection must be constructed under the supervision of a contractor licenced by the state of California to perform such work. The building inspector may ask for verification of this requirement during the foundation inspection.

2. In most cases, there will be a soils report, which states that a representative of the soils firm shall observe the excavations prior to placing concrete. Verification that this observation has been done and the excavations approved must be on site prior to the foundation inspection by the building inspector.
3. For prescriptive piers with no soils report, a geotechnical engineer shall inspect the pier excavations and provide a report. This verification must be on site prior to the foundation inspection by the building inspector.
4. The building inspector will check the setbacks, reinforcing steel, pier holes, ufer ground installation, and any other necessary foundation elements.
 - a. Pier reinforcing steel may be approved when two thirds of the steel is in place according to the approved plans, and the rest of the steel is assembled according to the approved plans on site.
 - b. If water in piers, collapsing soil, or other similar deficiencies are encountered, the building inspector may require structural observation of the measures taken to correct the deficiencies.
5. For “drill and pour” piers, continuous special inspection is required during the drilling and placement reinforcing steel and concrete. Samples and strength tests are not required.

Structural Observation

Structural observation is typically performed by the design professional in responsible charge, although it can be performed by another registered professional if the registered design professional in responsible charge is not available. Structural observation will be required

1. When required by the building official.
2. When the registered design professional who prepares the plans state that structural observation is required or recommended.
3. When required by the California Building Code.

REFERENCES

CBC Chapter 17

Effective Date: 2/2008