



AN INTRODUCTION TO THE BUILDING INSPECTION DIVISION

The Building Inspection Division staff would like to help you complete your project with a minimum of difficulty and unnecessary delays. Please read the following information so you will be able to help us to help you. If you have any questions about the Building Inspection Division or permit procedures, please call (831) 758-7251.

1. GENERAL INFORMATION

- a. Before submitting plans for plan check, please check with the Community Development Department to determine if the proposed use(s) for your project is permitted in your area.
- b. Some plans can be prepared by unlicensed persons and others cannot. Please check with our office first to see if you can prepare your plans. If you cannot draw plans or are unfamiliar with Building Code requirements, please seek assistance from a licensed architect, engineer or draftsman (in some cases), before applying for a permit. We cannot assist in drafting plans. Plans examiners can only check completed plans for compliance with Codes.
- c. We will need an accurate job address (complete with unit number when applicable), when you submit plans for plan check or you call for information concerning your project.
- d. We do not accept originals, vellums, faxed copies or illegible plans. Minimum plan size is 24" x 36". Each page of all plans must be signed by the plan preparer.
- e. A minimum of 4 sets of plans are required for plan check. We have a Building Guide to explain plan requirements. Please be sure your plans are complete. Inadequate plans or information may cause plan check delays.
- f. Information on building permit fees is available at our office.
- g. Permit applications and permits are processed Monday-Friday between 8:00 a.m. - 4:30 p.m.
- h. Inspection requests require a minimum of 24 hours notice. Inspectors are available for phone calls and counter meetings between 8:00-8:30 a.m. and 4:30-5:00 p.m. Monday through Friday. We have separate building, electric and plumbing/mechanical inspectors rather than combination inspectors.
- i. The Plan Check Engineer and Residential Plan Checker are available at any time for phone call and counter meetings between 8:00 a.m. and 5:00 p.m. each business day. (12:00 - 1:00 p.m. lunch).

2. PLAN CHECK/PERMIT PROCESS

- k. Revisions to approved plans must be accompanied with a cover letter explaining in detail what the revision is and where it can be found on the approved job copy of the plans. An additional plan check fee will also be charged.

3. BUSINESS LICENSE/WORKER'S COMPENSATION INSURANCE

- a. All contractors, as well as sub-contractors, must have a valid city business license. For information regarding business licenses please contact the Finance Department at 758-7211.
- b. If a contractor or permit holder will have employees performing the work then a certificate of worker's compensation insurance naming the City of Salinas as the certificate holder must be on file before a permit can be issued. All contractors and subcontractors must be listed on the permit before it can be issued. Upon our approval, your insurance company can FAX the certificate and follow it up with a hard copy mailed to us. (FAX # (831) 758-7938)

4. SIGNATURE ON PERMIT

- a. We can issue permits to licensed contractors or to the owner of the building if they list contractors who will be doing the work.
- b. A designated agent for the contractor or owner may sign the permit. Before an agent can sign a permit, an agent declaration form signed by the owner or contractor, must be on file listing that person as an agent. (Forms are available at the Building Inspection Division).
- c. A tenant is not considered an "owner" for any residential or commercial project, and cannot sign for a permit unless they are named as an agent and the agent declaration form is on file.
- d. A signed agent declaration form does not authorize a tenant or anyone else to do work for the owner or contractor. It is only authorization to obtain the permit.

5. SPECIAL REQUIREMENTS FOR RESIDENTIAL PROJECTS

- a. Residential owners have 3 options when obtaining a permit:
 - 1. They can hire a licensed contractor to do the work and the contractor can obtain and sign the permit, or the owner can obtain and sign a permit listing the contractor(s) doing the work.
 - 2. They can obtain a permit as an owner/builder and complete the building portion of the project. Plumbing, mechanical, electrical contractors must be listed on the permit, if applicable. Owner/builder declarations must be filled out at the Building Inspection Division and must be on file.

3. They can obtain the permit as an owner/builder and be responsible for, and personally perform all building, plumbing, mechanical and electrical work.

Owner/builder paperwork must be filled out at Building Inspection Division. If you choose this option, the following applies:

City of Salinas Ordinance 2129 states: "Owner/builder doing his/her own electric, plumbing or mechanical work, must first pass a written test to show general understanding of that trade " (A copy of Ord. #2129 is available at Building Division). Tests are free of charge and can be taken Monday-Friday 8:00 a.m.4:30 p.m. at the Building Inspection Division. Results are good for a 6-month period. Only the owner of the residential property can take the test. Only the owner can perform the work without assistance from others. After work has commenced, if the owner fails a particular inspection three times he/she may be required to have a licensed contractor complete the work.

b. School Fees:

If your project includes adding additional square footage, you may have to pay a school impact fee. You will have to pick up the form from the Building Inspection Division and take it to the school district office for them to determine if a fee is due. Currently, the school impact fee is \$1.65 per square foot for projects over 500 square feet.

c. Smoke Detectors:

Whenever a building permit is issued with a valuation of \$1,000 or more, or when one or more sleeping rooms are added, a smoke detector must be installed in all sleeping rooms and in the hallway leading to each separate sleeping area. Information is available at the Building Inspection Division.

d. Soils Report:

Please ask for information regarding soils report requirements.

e. Worker's Compensation Insurance

1. If a permit is obtained by an owner builder, only the owner, owner's spouse, parents or children may work on the project without worker's compensation insurance coverage. The owner is required to sign, under penalty of perjury, a u waiver of worker's compensation, if he/she does not have anyone helping with the work. A waiver of worker's compensation form is available at the Building Inspection Division.
2. If the owner wishes to have friends, or persons other than immediate family work on the project, whether paid or not, they must be covered by worker's compensation insurance. A certificate of insurance must be provided to the City of Salinas and must be on file at this office.
3. Homeowner's insurance generally does not cover worker's compensation insurance coverage for construction projects. An insurance rider policy may need to be obtained by the homeowner from their insurance carrier. If the insurance carrier states the homeowner's policy covers insurance requirements, then the certificate of insurance for

worker's compensation from the homeowner's insurance company must state specifically that construction projects are covered. Informational letter can be obtained at the Building Inspection Division

6. **SPECIAL REQUIREMENTS FOR COMMERCIAL PROJECTS**

- a. All plans and calculations for commercial projects must be stamped and signed by a licensed architect or engineer prior to permit being issued.
- b. All plumbing fixtures shown on plans must be labeled either new (n), existing (e) or relocated (r).
- c. Your project may be assessed a traffic impact fee by the Public Works Department. You should check with them to see if this applies to your project.
- d. A hazardous material questionnaire form must be completed at the time of permit application. The form is available at the Building Inspection Division.
- e. All plans for food service projects (alterations or new) require Monterey County Health Department approval. The permit applicant must take the plans to the Health Department (1270 Natividad Road, Salinas) for approval. The applicant must then bring a stamped and approved set of plans back from the Health Department to the Building Inspection Division before the plan check process can be completed.
- f. Special Inspections (as defined by the Uniform Administrative Code (UAC) 1991 Section 306) may be required for certain projects. All required special inspections must be listed on the first page of the plans by the architect or engineer. An agreement form signed by a Special Inspection Agency recognized by the Special Inspection Committee of the Peninsula and East Bay Chapter of I.C.B.0 will have to be on file before the plan check process can be completed. A list of recognized Special Inspection Agencies and the Special Inspection Agreement forms are available at the Building Inspection Division if this applies to your project.
- g. School fees are required when square footage is added, and must be paid before the permit can be issued. Currently, school fees are .27 cents per square foot for commercial projects. Forms are available at the Building Inspection Division.
- h. If the project involves new sewer fixtures, then Monterey Regional Water Pollution Control Agency fees must be paid before the permit can be issued. Currently, fees are \$88.00 per fixture unit. Necessary documents can be picked up at the Building Inspection Division. An additional sanitary sewer fee from the Department of Public Works will be included in the building permit fee.
- j. A pre-construction conference may be required for your project. If it is required, you will be notified and the general and sub-contractors will be asked to meet with the Senior Building Inspector to discuss inspection procedures before the permit can be issued.

- k. All plumbing, mechanical and electrical work done on a commercial project must be done by a licensed contractor(s).

7. **NEW CONSTRUCTION**

- a. Along with regular Building Division fees, additional development fees will be added to your project.

- 1. Residential:

- * School fees based on square footage
 - * Monterey County Regional Water Pollution Control Agency hook up fee
 - * Public works hook up fee
 - * Street tree fee
 - * Sanitary sewer fee
 - * Storm drain fee
 - * Neighborhood parks fee
 - * Traffic impact fee

- 2. Commercial

- * School fees based on square footage
 - * Monterey Regional Water Pollution Control Agency hook up fee
 - * Further development fees should be requested from Public Works Department