



Permit & Inspection Services  
City of Salinas  
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# Building Plan Submittal Process

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Permit & Inspection Services



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## **SITE PLAN REVIEW APPROVALS**

Due to the nature of your project, you may be required to file an application for a preliminary site plan review. This process is required by the City of Salinas for most construction projects, subdivision maps, parcel maps and use permits. It includes working with the Development and Permit Services Department including the following divisions, Engineering/Public Works, Planning, Fire Prevention, and possibly others, depending on the level of government granting approvals on your project. For example, if your proposal involves work in the downtown area of Salinas, your project will most likely be reviewed by the Redevelopment Department. Upon successful completion of this preliminary site plan review, a list of the conditions required for approval of your project will be given to you. Each of these conditions are required to be addressed within the plans you prepare for a building permit submittal.

Often, single-family residential unit developments are not required to go through a preliminary site plan review. If you are not sure whether you should make such a preliminary application, please contact the Plan Check Services Division for assistance.

## **PLAN SUBMITTAL & BUILDING APPLICATION**

To submit plans for plan review you will need to complete a building permit application and pay plan review or submittal fees. The application will request such information as the project's street address, the estimated construction valuation, assessor's parcel number, phone numbers of the owner, architect, contact person and contractor.

Plans which are incomplete, defaced, illegible or faded will not be accepted. Plans for projects located within a shopping mall must receive the approval of the mall management or owner before submittal. Applicants whose projects include food service facilities, such as restaurants, must also submit plans and receive approval from the Monterey County Health Department.

Projects requiring grading of earth, as defined in Chapter 70 of the Uniform Building Code, require the submittal of grading plans and issuance of a grading permit or building permit prior to the beginning of such operation. A building permit is required prior to the installation and burial of any underground utilities. Check with the Development and Permit Services Department to see if you will be able to rough grade while waiting for a building permit to be issued.

Plans should be blue lined or photocopied on substantial paper a minimum of 18" X 24". The minimum scale used on most architectural plans is 1/4" = 1'- 0" (1/8" may be beneficial for orientation purposes, but it often renders detail too fine to read). Civil drawings can be plotted to a smaller scale, such as 1" = 30'. Plans should state the project's street address, assessor's parcel number and include a building analysis, stating occupancy classification, type of construction, allowable floor area, height and number of stories.

You should declare any hazardous materials, which may be used or stored in the proposed building. It is advised to attach Material Safety Data sheets for the proposed chemicals. If asbestos or any type of air emissions are



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proposed, it should be clearly called out on the plans. The Salinas area is governed by an Air Pollution Control District who may require approval of your project before proceeding with construction or occupancy.

## **BUILDING PLANS**

Plans submitted for plan review should consist of 3 sets of complete building plans and two copies of all support calculations or documentation. In California, the Business and Professions Code Section 5537, The Professional Engineers Act, and the Act Regulating the Practice of Architecture require that the preparation of plans, drawings, specifications or instruments of service for any building or component that affects the safety of any building or its occupants, including but not limited to structural or seismic components shall be prepared by a Civil Engineer, Structural Engineer or Architect Licensed and Registered to practice in the State of California.

### **Exceptions to this rule:**

1. Single family dwelling units of wood frame construction not more than two stories and basement in height.
2. Multiple dwelling units containing no more than four dwelling units of wood frame construction not more than two stories and basement in height.
3. Garages or other structures appurtenant to dwellings, of wood frame construction not more than two stories and basement in height.
4. Agricultural and ranch buildings of wood frame construction, unless there is an undue risk to the public health, safety or welfare involved.
5. Nonstructural store fronts, interior alterations or additions, fixtures, cabinetwork, furniture or other appliances or equipment including nonstructural work necessary to provide for their installation.
6. Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances or equipment.

When plans are required to be prepared by an architect or engineer, they are required to sign and stamp their registration number on each plan sheet and on all calculations. The architect or engineer of record is to be specified on the first sheet of the plans; this individual will be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items. See UBC Sec. 106.3.4.

A list of the plan sheets frequently required to be assembled in each plan submittal is noted below. The Plan Check Services Division may require more or less, depending on the nature of the project, an oil refinery will need more, a tenant improvement less. Included below is a description of the minimum information that should be included on your plans and in the supplemental documentation:



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## TITLE SHEET

- a. Name and address of owner. Name and address of person preparing plans
- b. Index of sheets
- c. Exact location/address of the proposed construction site, buildings & suites
- d. Assessor's Parcel Number should be researched and provided
- e. Zoning classification
- f. Building construction type and occupancy
- g. Flood Elevation
- h. Site Plan Review number

**Occupancy Classification** - Structure is to be designed according to its occupancy. Refer to 1994 UBC Chapter 3 and 1995 California Building Code for full description of occupancies.

**Hazardous Occupancies** in which Class I, Class II and Class III-A flammable or combustible liquids are used, dispensed or mixed in open containers should be constructed in accordance with the requirements set forth in UBC Section 307.1.3. Equipment, machinery or appliances which generate finely divided combustible waste or use finely divided combustible material should be equipped with an approved method of collection and removal. UBC Section 306.8. Refer to the Air Pollution Control District.

**Type of Bldg. Construction** - For examples of V-N, V-I hr, III-N, III-1 hr, II-N, II-1 hr, II-FR, and Type 1 construction refer to 1994 Edition of UBC Chapter 6.

**Actual Bldg. Area Vs. Allowable Area** - based on type of construction and occupancy classifications. See UBC Chapter 5.

**Drawing Index** - should be complete with drawing numbers, drawing titles and revision numbers.

**Flood** - Minimum basement floor elevation to comply with AH flood elevation or submit flood-proofing design to a height of 1 foot above AH flood elevation. Calculations, details, and approved technical data shall be provided as evidence of compliance.

**Structural Codes Analysis** - UBC Chapter 16, should follow the Engineering Standard Format and content.

**Codes and Standards** - should conform to the UPC - Uniform Plumbing Code, UMC - Uniform Mechanical Code, UBC - Uniform Building Code, NEC - National Electrical Code, UFC - Uniform Fire Code, Title 24, Part II, disabled access requirements, etc.

**Various Notes** - to address Steel, Concrete, Architectural etc. The plans are to state the person performing the duties of The Architect or Engineer of Record. Special Inspections - i.e. for structural steel that is welded or bolted



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together, or structural concrete above 2500 psi. On special moment-resisting frames, the structural engineer shall show on the plans a program for non-destructive testing required in Seismic Zone 3 in accordance with UBC § 306 (b).1703. Structural observation is required in Seismic Zone 3 by UBC § 306 (b).1702 when so designated by the architect or engineer of record.

### **SITE/PILOT PLAN**

- a. Plans shall be fully dimensioned showing the exact location of the proposed building in relation to the property lines, existing buildings, streets, parking areas, trees, signs, swimming pools, trash enclosure, utilities, etc.
- b. Note the use of all existing and proposed buildings or structures
- c. Location of permanent access to the street, giving length and width of access and the half width of the street.
- d. Grades and elevation of the site and the building. If more than one foot of fill is to be made, or more than 200 yards of dirt is to be moved, a grading permit is required. Soil and compaction reports will be required. Pad certifications from the engineer for Flood Zone Elevations are to be submitted prior to framing inspection. Indicate flood elevation on plans.
- e. Indicate the location of fire hydrants, sewer and water supply
- f. Provide handicap parking, curb ramps and site accessibility
- g. Show a North direction arrow
- h. Suggested scale: 1"=10', 1"=20' or 1" = 30'

### **FOOTING/FOUNDATION PLAN**

- a. Dimensioned floor plan of the foundations and pad footings.
- b. Flood proofing details are to meet engineer's calculations.
- c. Complete dimensions and depth below finish grade or original grade of all wall and post footing and foundations.
- d. Location and thickness of floor slabs, porch slabs, planters, veneers, depressed areas, steps, etc.
- e. Note anchor bolt locations, size and spacing.
- f. Show foundation and slab reinforcement. Indicate clearances.
- g. Show location, size and depth of under floor ducts, outlets, etc.
- h. Show location of foundation vents and access holes
- i. Location and size of uplift or overturning tie down anchors



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- j. Location and details of post connections
- k. Typical sections through footings and foundations

l. Specify allowable soil bearing pressure. Verify allowable soil bearing pressure with soils report of site, or use allowable soil bearing pressures from the Uniform Building Code, Table 18-I-A, Chapter 18. In all cases, soil classification shall be noted on plans.

m. Special foundation preparations required by the soils report, or as required for construction in expansive soils shall be incorporated into plans.

n. Suggested scale  $1/4" = 1'-0"$

#### **ELEVATION VIEWS**

- a. Elevation views of each side of the structure
- b. Indicate type of exterior finish and roof covering
- c. Note roof slopes
- d. Significant height dimensions
- e. Dimensions of overhangs
- f. Suggested scale  $1/4" = 1'-0"$

#### **FLOOR PLAN**

- a. Exact dimensions of the structure
- b. Room sizes
- c. Identification of the proposed use for all rooms
- d. Location and sizes of all doors, windows and openings, include glass and glazing requirements. Indicate the rating of all fire doors.
- e. Location of all appliances and fixtures, such as the following: range, oven, washer, dryer, furnace, water heater, air conditioners, billiard tables, etc.
- f. Type of interior ceiling, wall and floor finishes
- g. Show change in floor level at all doorways
- h. Post in a conspicuous place near the main exit from a room a sign indicating the number of occupants permitted for each room. This applies when the occupancy load exceeds 50 and fixed seats are not installed.



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- i. Indicate the type of locks or latches installed in the required doors
- j. Locate and specify occupancy and/or area separation walls
- k. Suggested scale 1/4" = 1' - 0"

### **STRUCTURAL FRAMING PLAN**

a. Calculations for all buildings shall include consideration of both vertical and lateral loads. Flood proofing design is to meet engineer's calculations.

b. Design loads shall be noted on drawings. Seismic Zone. Wind loading. Snow loading. Rainfall design (for roof drains). Soil bearing.

c. Material specifications:

**Plywood** - Specify grade, species, panel identification index, group and thickness as defined in U. S. Product Standard PS1-66. Indicate type of edge joints, directions of continuous panel joints, direction of the face grain and blocking if used.

**Lumber** - Specify species and grade of all framing lumber according to U. S. Product Standard Ps-20-70.

**Concrete** - Specify minimum 28 - day compressive stress. Steel (reinforcing or structural) - Indicate the A.S.T.M. specifications and grade to which the steel will conform. Masonry - Indicate A.S.T.M. specification and grade to which the masonry will conform. List the stresses used in the design of the masonry. Note whether special inspection is required.

**Glu-lams** - Indicate species, grade and size according to Commercial Standard CA-253-63. An AITC Certificate of Conformance is required for each glu-lam.

**Framing connectors** - Specify make and model number.

d. Floor frame including size, location, direction and spacing of girders and joists. Location of crawl holes, screened vents, underfloor furnace.

e. Ceiling joist framing plan

f. Roof framing plan

g. Shear wall locations

h. Typical reinforcement details for masonry construction. Wall reinforcement, horizontal and vertical, reinforcement around openings, at corners, at intersecting walls, at lintel beams, and at piers.

i. Show attic separation walls (necessary when attic exceeds 3000 square feet)

j. Indicate size and location of attic access



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k. Show size and location of overflow drains where roof drains are required

l. Manufactured materials shall be identified on plans by manufacturer's name, product identification number and I.C.B.O., A.S.T.M., or I.A.P.M.O. number.

m. Suggested scale  $1/4" = 1' - 0"$

### **ROOF PLAN**

a. Show all roof mounted heating and or cooling units

b. Note direction and pitch of all roof slopes

c. Describe all roof coverings

d. Suggested scale  $1/8" = 1' - 0"$

e. When prefabricated trusses are to be used, complete details and calculations of the specific truss used shall be provided. Trusses are to be identified on the truss framing layout. Engineering calculations are to include verification of the adequacy of members under combined axial and bending loads, verification of the adequacy of connections and a check of truss deflection. Projects designed by an architect or engineer are required to have the truss layouts and calcs bear a notation indicating that the items were reviewed and found acceptable by the architect or engineer of record. UBC § 106.3.4.2. These requirements may also apply to other prefabricated products, such as steel buildings, stairs, bar and truss joists.

### **SECTIONS & DETAILS**

a. Sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details.

b. Connection details at bearings of individual members

c. Connection details for top and bottom of partition walls

d. Framing details at wall openings

e. Connection details to adequately show lateral load transfer

f. Complete nailing schedule for roof diaphragms and shear walls

g. Typical framing at the side walls and end walls

h. Wall heights, ceiling heights, heights of openings, and overall height of the building

i. Stair, handrail and guardrail framing details, including rise, run and width of stairs, rail heights, and intermediate rail spacing for handrails and guardrails.



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- j. Door and window schedule; size & type of glazing
- k. Finish schedule noting all wall, ceiling & floor finishes
- l. Details of fireplace construction
- m. Details of special or unusual construction or materials

### **ELECTRICAL PLAN**

- a. Type of voltage.
- b. Location of all main & sub-panels indicating sizes and types
- c. Panel schedule noting circuit identification, description and overcurrent protection size, including main disconnect.
- d. Load calculation showing total demand load
- e. Single line diagram from service entrance cap:
  - Conduit size
  - Wire size
  - Fuse size and switch size
  - Circuit breaker (interrupting capacity)
  - Sub-switches and to what panels or equipment to be served. Size of ground conductor and raceway
  - Fixture schedule and wattage
- f. Type, size and materials of all conductors and conduits.
- g. Proposed wiring method.
- h. Through-penetration fire stops shall have an F or T rating for penetration of firewalls. Steel electrical panels may be as large as 16 sq. in. in fire walls.
- i. Location of all electrical outlets, including lights, plugs, receptacles and junction boxes
- j. Method and location of grounding and bonding
- k. Location and rating of all electrical appliances
- l. Provide circuit schedule



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m. Identify disconnecting means

### **PLUMBING PLAN**

a. A single-line drawing of the drain, waste and vent system, providing sizes, dimensions, type and identification of materials.

b. Indicate location of all cleanouts

c. Termination of vents

d. A single-line drawing of the water supply system showing sizes, lengths of runs, type of materials and valves

e. Available pressure at meter or regulator

f. Location of pressure relief valve at water heater, and termination, size and materials of relief tube

g. Indicate type of fixtures, including allowable water consumption and handicap accessibility

h. Grades and elevations of sewer lines. Indicate connection of building drain to public or private sewer system. Indicate location of all cleanouts or manholes.

i. Show flood proofing design if required

j. Through-penetration fire stops shall have an F or T rating for plumbing penetration of firewalls

k. Private septic systems shall be shown noting size of tank and leach field

l. Single-line drawing of gas lines and type of fuel to be used, giving type of materials, size, valves, meter location, regulators and change in pipe sizes.

m. Location, type, size and rating (in BTU & CFM) of all appliances

### **MECHANICAL PLAN**

a. Type of fuel serving mechanical units (wood stoves, furnaces, kilns, boilers etc.)

b. Location, type, size and rating (in BTU & CFM) of all HVAC, appliances, etc

c. Type of exhaust vent indicating location and termination

d. How combustion and dilution air is provided

e. Fire dampers and assemblies

f. Fire separation between a furnace and/or boiler room and the rest of the structure



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g. When mechanical ventilation is used, provide details to insure minimum required air changes. Specify building pre-occupancy purge per Energy Standards Sec. 121(c)2.

### **ENERGY EFFICIENCY COMPLIANCE**

California's energy conservation program is printed in the California Building Code, Title 24, Part 6. All new construction and any newly conditioned space (additions or remodels) must meet California's State Building Energy Efficiency Standards in accordance with the California Administrative Code, Title 20, Chapter 2, Subchapter 4, Article 1 and the compliance requirements of Title 24, Part 2, Chapter 253. Documentation showing compliance with these requirements will be required as part of your plan check submittal package.

### **ENGINEERING DIVISION / PUBLIC WORKS PLAN REVIEW**

If more than one foot of earth fill is to be made, or more than 200 yards of dirt is to be moved, a grading permit is required. Soil and compaction reports are also required. Pad certifications from your engineer for Flood Zone Elevations are to be submitted at the time of plan submittal. Indicate any flood elevation on plans. Please show the following on your plans:

#### **SITE PLAN**

- A. All proposed buildings or other structures, any roof overhangs with a dashed line, and indicate the finish and floor elevation. Call out Base Flood Elevation and include any flood proofing design (height is 1 foot above AH flood elevation).
- B. Driveway's, parking areas and striping
- C. Adjacent existing structures
- D. Lot boundaries, easements and surrounding streets
- E. Traffic control signs and devices
- F. Set back dimensions to all property lines
- G. Location Map

#### **GRADING**

- A. Existing and proposed contours extending 15' into adjacent property
- B. Location of existing structures on property
- C. Outline and sub grade elevation of the foundation pad
- D. Top and toe of all 4:1 or steeper slopes



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- E. Size, material, class, slope and invert of all drain pipes
- F. Size, invert elevation and type of manholes, catch basins, junction boxes
- G. Pavement finish grades, rim and grate elevations
- H. Location of all curbs and gutters
- I. Location and details of all existing and proposed interceptor concrete swales
- J. Top of curb elevations along the street frontage

#### **UTILITY PLAN**

- A. Sanitary sewer lateral and connection to City main
- B. Sewer cleanout location
- C. Electric services & on site lighting
- D. Water service, valve and hydrant locations

**RUN OFF DRAINAGE** calculations justifying the design of the drainage facilities. Minimum criteria is a 2-year design storm.

**DRIVEWAY AND PARKING AREA PAVEMENT** structural section calculations for the proposed pavements based upon the results of the on-site soils R-value test results. Minimum traffic index is 5.0, increase index for truck loading as required.

**FOUNDATION INVESTIGATION** with recommendations including R-value test results and depth of water table.

#### **PLAN DISTRIBUTION**

Once your plans have entered the reviewing process, they will be reviewed by each of the appropriate departments within the City of Salinas. Depending on the project, you will also have to make a separate submittal to other related agencies, such as the Monterey County Health Department for review of a restaurant. It is important to incorporate sufficient lead-time within the project schedule to allow review, for this process may take several weeks depending on the number of plans submitted ahead of yours.

#### **PLAN CORRECTIONS**



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If corrections are required after the first plan review has been completed, comments may be marked on the plans including correction lists from each of the responding departments. The correction list will most likely be faxed to the architect or engineer or the applicant submitting the plans. The applicant is required to pick up the plans and corrections.

After picking up the correction list, review each correction item carefully. Follow the direction on the correction list for resubmittal of corrections. Often, you will be asked to make the corrections on the original drawings and to submit both the old and the corrected plans. It is a good idea to include a cover letter or indicate on the side of the plan checklist the location in the plans where each correction was made.

## **RESUBMISSION OF CORRECTED PLANS**

When all corrections have been made, you will probably be asked to resubmit the same number of copies of plans and calculations as required earlier (including both original and revised plans). The resubmitted plans will then be routed as before to the affected departments. Plans that comply with all applicable local, state and federal building codes will be stamped approved. The time it takes for this final review is usually 5 to 10 days.

Plan review applications for which no activity occurs and no permit is issued within 180 days of application will expire. This means that if a submittal appears to have been abandoned either because the plans are not picked up by the applicant or the plans are not resubmitted, the Development and Permit Services Department will check the site to verify that the work was not started and then the expired plans and documentation will be discarded. UBC Section 107.4.

## **BUILDING PERMIT ISSUANCE**

Prior to the issuance of the building permit:

1. Payment must be made of any remaining permit and/or development or impact fees. Anticipate the requirement to pay additional fees for school fees and the Monterey Regional Water Pollution Control Agency prior to obtaining your permit.
2. Ask whether a site improvement permit can be issued prior to issuance of the building permit. A site improvement permit may allow rough grade to be established. If more than one foot of fill is to be made, or more than 200 yards of dirt is to be moved, a grading permit is required.
3. Contractors are required to obtain a local business license to do work in the city of Salinas.
4. When a contractor is being issued a permit, a contractor's license number is required along with verified as active. Proof of Workers Compensation Insurance may also be requested.



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### **PERMIT ISSUANCE:**

Upon issuance of the permit, usually one set of approved drawings will be stamped, dated, and returned to the applicant or applicant's agent along with the Building Permit inspection card. The plans and inspection card must be kept at the job site at all times.

A second set of approved drawings, calculations and inspection card will be maintained with the Development and Permit Services Department.

Encroachment permits for work within the public right of way is required prior to start of work. Since the liability is greater in these areas, the contractor may be asked to show proof of insurance, usually set at one million dollars.

### **PERMIT VALIDITY**

The construction project should not be suspended for a long period of time, keep making progress and obtain necessary inspections. All permits issued by the Development and Permit Services Department will expire by limitation and become null and void if the building or work authorized is not commenced within 180 days from the date of issuance of such permit or if the building or work authorized by such permit is suspended or abandoned at any time for a period of 180 days. UBC Section 106.4.4.

### **REVISIONS TO APPROVED PROJECT PLANS**

Revisions to approved plans are required to be submitted for approval to the Development and Permit Services Department prior to the work being done. Any revision which pertains to a planning issue such as a change to the exterior of the building may need to be approved by the planning department. Likewise, if your project is in a special district such as redevelopment that agency may need to grant approval to the revision.

Revisions usually include three (3) sets of revised plans and a letter of transmittal on a formal letterhead with the following information: Date, Job No., Revision No., Drawing Reference number, and a detailed description of the revision including area locations. If the revision applies to a correction notice issued by the Building Inspector, attach a copy of the correction notice to the transmittal.

Minor revisions may be acceptable when submitted on an 8-1/2" X 11" format. Please call first. Revisions should have a wet stamp & signature from the architect or engineer of record, if there is no design professional involved in the project, it is usually wise to obtain an approval from the project owner.

All revisions are to include a location plan with all revisions numbered and clouded. Structural revisions require submittal of additional structural calculations.

To expedite the plan review process, plans associated with the revision such as structural, architectural, mechanical, electrical, fire sprinkler details, etc. must also be revised and submitted.



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## **TURN AROUND TIME TO REVIEW REVISION**

The turnaround time for revisions is dependent on the extent of the work. Allow 5 to 15 working days, depending on the complexity of the project. Additional time may be necessary if the work load increases due to submittal of other projects. If all the required documents are not submitted with the revision, additional time may be required to complete the plan review process. After the plans have been stamped and approved by the Development and Permit Services Department, you will be notified that they are ready to be picked up. A fee is usually charged for review of plan changes, including change orders, revisions and alterations.

## **PLAN REVIEW OFFICE HOURS**

Plans may be submitted between 8:30 and 4:30 PM. Please call the Development and Permit Services Department if you have further questions.

## **DEMOLITION PERMITS**

In California, in some cases, an approval is also required from the Air Pollution Control District prior to obtaining a demolition permit. California Health and Safety Code § Sec. 19827.5 requires that before a demolition permit can be issued, an asbestos survey is to be performed prior to demolition of structural load bearing members. Prior to applying for a demolition permit, verify whether your building is of historic significance and is listed on a local, state, or federal historical registry.