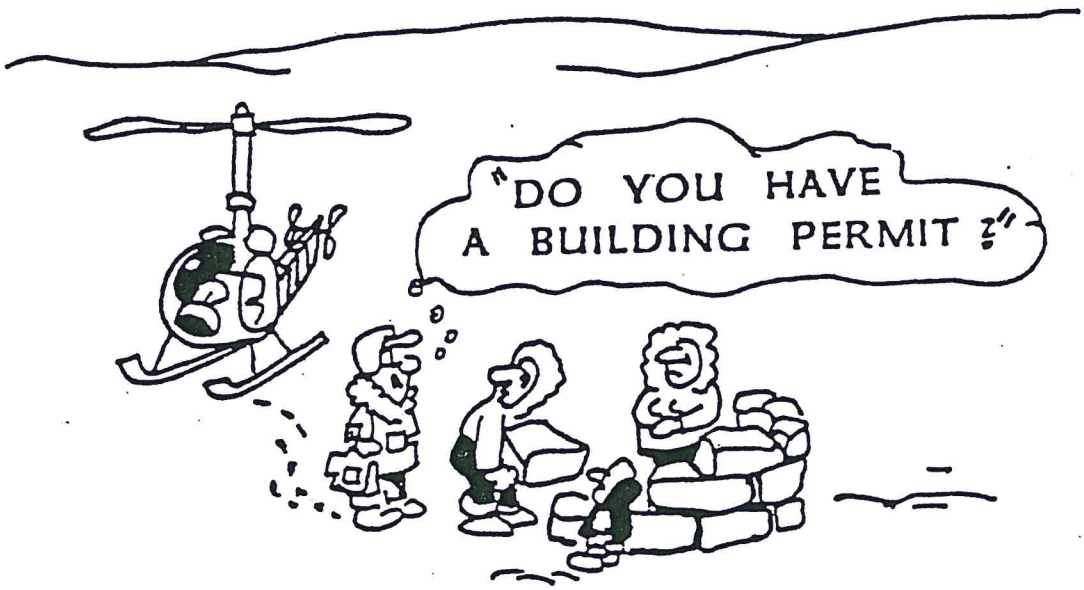
YOU CAN DO IT!



This material will assist you in obtaining a permit and answers many of the general questions asked each day in the Building Inspection office. Careful reading and review should provide the information you need to prepare acceptable plans and obtain your building permit. If you have questions or need additional information, feel free to contact the Building Division located in the City Hall annex, 1804 Francisco Boulevard, or phone 738-7344.

WHEN DO YOU NEED A PERMIT?

A Building Permit is needed whenever you plan to:

1. Build a house or other building.
2. Make improvements or alterations to your home or business.
3. Move or demolish a building.
4. Roof or reroof your home, business or other building.
5. Make electrical, plumbing, or heating installations or alterations to existing systems.
6. Install a woodburning stove or build a fireplace.
7. Building a swimming pool, some accessory buildings, fences over six (6) feet high, or a retaining wall.

In brief, you will need a permit for any work that physically changes existing structures to your property. **When in doubt, give us a call.**

WHY DO YOU NEED A PERMIT?

The purpose of a building permit is to assure that construction complies with the codes adopted by the City of Pacifica. The building permit is based on requirements of the Uniform Building Codes and the National Electrical Code. These Codes have been enacted by our City Council after careful consideration, to protect health, general welfare and your investment in your property. The evidence of a building permit is often necessary to obtain financing from lending agencies.

HOW MUCH DOES THE PERMIT COST?

There is no single fee for a building permit. The fee schedule is reviewed and adopted by the City Council on a yearly basis. The building permit fee will be collected at the time the building permit is issued. On certain projects AB2726 requires a school tax be charged. School fees are paid at the Jefferson High School District office at 689 Serramonte Boulevard, Daly City.

WHAT IS PLAN CHECKING?

Plan checking is a function performed prior to the issuance of a building permit and assures you that to the best of our ability your plans meet the Uniform Building Codes. Some major projects are plan checked by an outside consultant selected by you from an approved list provided by the City. However the majority of plans are checked by the Building Division staff.

HOW SOON CAN I GET A PERMIT?

When you submit your plans,you will be told approximately when the plan check will be completed. Generally, signs and non-engineered minor projects can be plan checked in 14-21 working days, single family dwellings in 21 to 30 days. A detailed plan check may include a review or check by Planning, Engineering, Police, Fire, County Health and the Coastal Commission. Plans are reviewed on a first come, first served basis.

WHEN ARE INSPECTIONS REQUIRED?

A general rule to remember is that before any phase of construction is covered or concealed by a subsequent phase of construction, an inspection is required.

WHAT DOES THE INSPECTOR DO?

The inspector checks the work that is being done for compliance with the approved plans and applicable codes and ordinances. They will inspect each phase of the job and will approve it before the next part of the job begins. The job card lists the inspections which must be made on your project. As each inspection is made and approved, the job card will be signed and dated. On new construction the inspections might follow this pattern.

1. Footing/foundation and setbacks. Made after the forms and reinforcing bars are in place and prior to concrete being placed.
2. Underground plumbing. Made when sewer drain line is in place and either filled with air or water for a pressure test.
3. Floor joists and insulation. Made before the subflooring is installed.
4. Framing. Made after all framing, including doors and windows, is completed.
5. Exterior lath. Made after paper and wire are installed and prior to scratch coat. A second inspection of the scratch coat is also required.
6. Sheetrock. Made after sheetrock is hung and nailed and prior to taping.
7. Final. Made when all areas of the project are completed.

Electrical, plumbing and mechanical inspections are also made at various stages of completion and prior to being covered by any subsequent work.

HOW DO I CALL FOR AN INSPECTION?

Telephone 738-7344 between 8:30 a.m. and 5:00 p.m.on Monday through Thursday and between 8:30 a.m. and 1:30 p.m. on Fridays during all regular workdays. 24 hours advance notice is required.

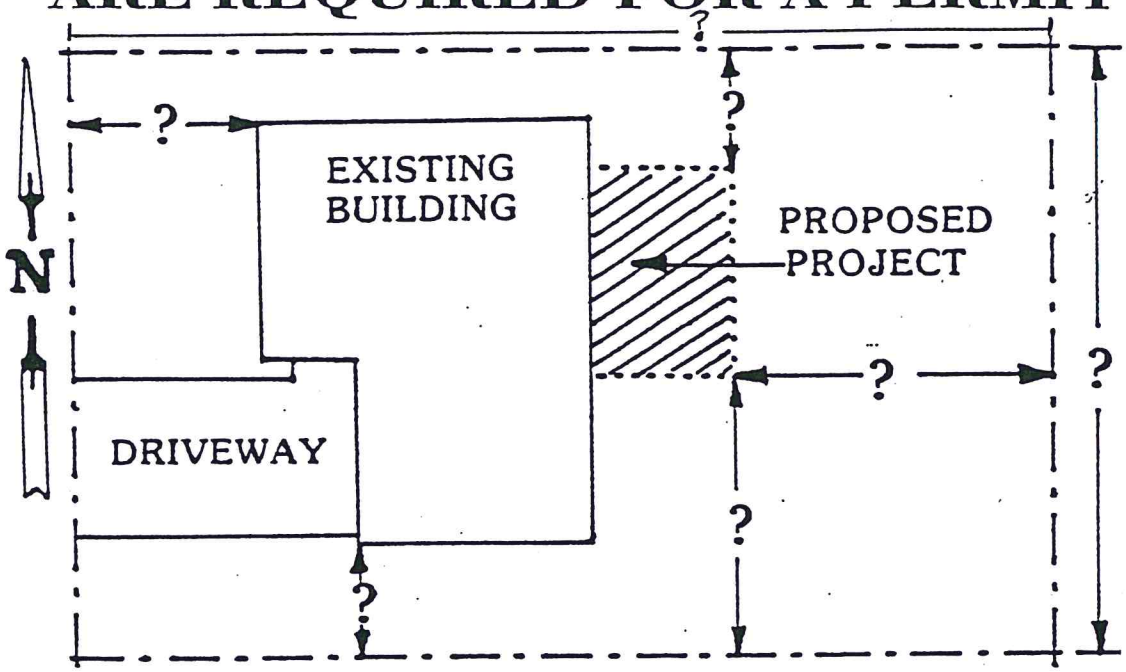
If you have questions after reviewing the sample drawings, please call us. An important thing to remember is that plans are very easily changed in the early stages when compared to the time and cost involved in changing the actual construction.

A final checklist, prior to submitting the plans to our office should include:

1. Is the plot plan complete with all dimensions?
2. Do the plans conform to Zoning regulations?
3. Are the plans and specifications complete and sufficiently detailed to indicate exactly what the project is?
4. Are there three (3) complete sets of plans for the plan checker to review?

Good luck with your project, if we can assist you in any way, we will be most happy to do so.

THREE COPIES OF A PLOT PLAN ARE REQUIRED FOR A PERMIT



PLOT PLAN

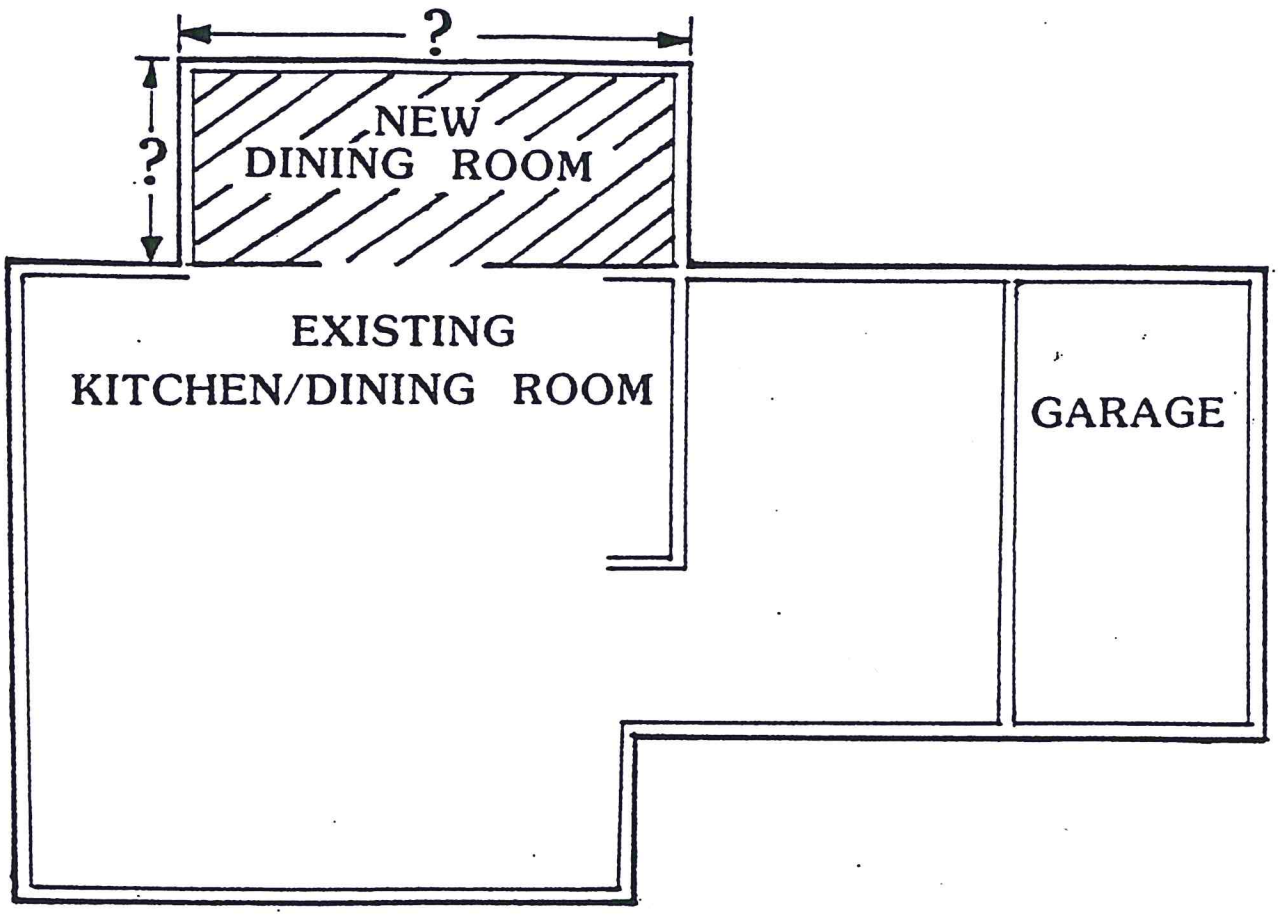
_____1. Name of owner.
_____2. Address where project is to be built.
_____3. North arrow and scale.
_____4. Overall dimensions of property. (Suggested scale: I inch = 20 feet)
_____5. Location and width of public easements. (Note: Information on private easements is available on the property deed.)
_____6. Location, dimensions and distance from property lines of existing buildings, decks, structures, retaining walls, paved parking and driveways.
_____7. Location, dimensions and distance from property lines to proposed projects.
_____8. Show all existing trees to be removed.
_____9. Existing survey hubs, pipes and similar permanently installed property line identification.
_____10. Location of existing curb cuts to be closed or altered and of new curb cuts. A separate permit from Engineering is required for this work.
_____11. Show existing sewer main and proposed lateral location, where applicable.
_____12. Show drainage and contour of lot. This requirement is primarily for a new home but may be applicable for other projects.

GENERAL ZONING REQUIREMENTS

Front Setback to Living Area	-15 feet
Front Setback to Garage	-20 feet
Side Yard Setbacks	- 5 feet
Rear Yard Setback to Living Area	-20 feet

All Dimensions are Minimums

FLOOR PLAN

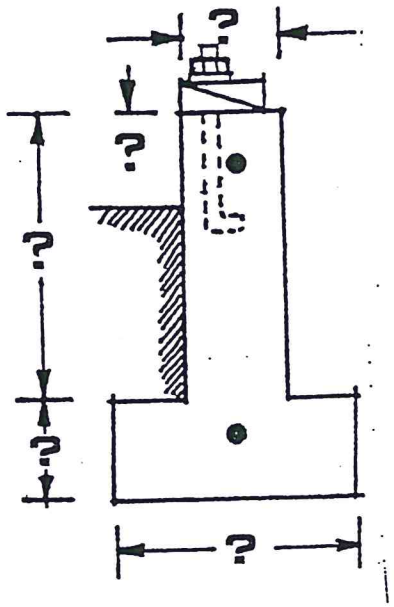


A floor plan for a room addition is the most basic requirement of all and yet requires the most attention to detail. Not only is the intended use of the new area important but the use of the room(s) that will be affected should also be shown. Doors or windows that will be deleted or covered should be shown and all new glass areas clearly shown. Other requirements to be shown are:

1. All dimensions: room sizes, hall width, doors, windows.
2. Location, type and size of existing heating system.
3. Electrical layout for outlets and lighting.
4. Location of smoke detectors.

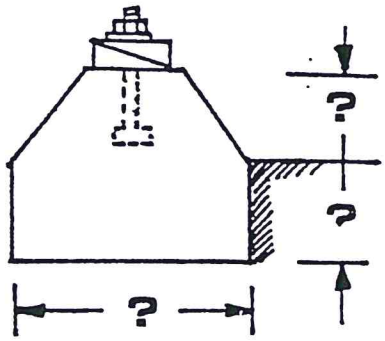
FOOTINGS and FOUNDATIONS

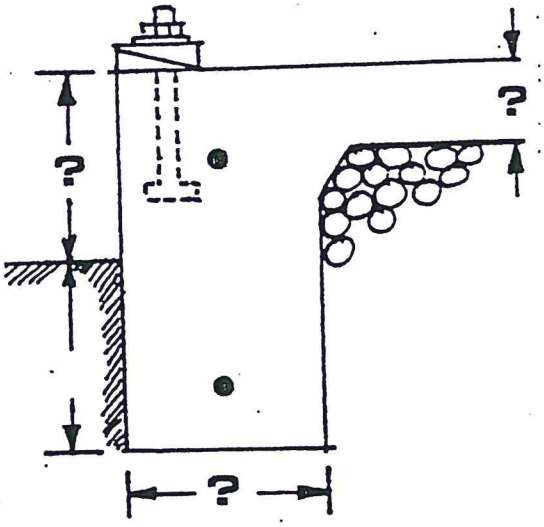
NUMBER OF FLOORS SUPPORTED BY THE FOUNDATION	THICKNESS OF FOUNDATION WALL (inches)		WIDTH OF FOOTING (inches)	THICKNESS OF FOOTING (inches)	DEPT BELOW UNDISTURBED GROUND SURFACE (inches)
	CONCRETE	UNIT MASONRY			
1	6	6	12	6	12
2	8	8	15	7	18
3	10	10	18	8	24

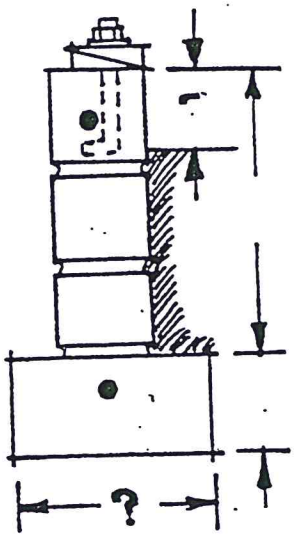


Show/describe the following:

1. Footing Size
   a. Width
   b. Thickness
2. Foundation Wall
   a. Width
   b. Thickness
   c. Earth to Wood Clearance
3. Type of Mudsill
4. Anchor Bolts
   a. Size
   b. Spacing
5. Reinforcing Steel
   a. Size
   b. Spacing



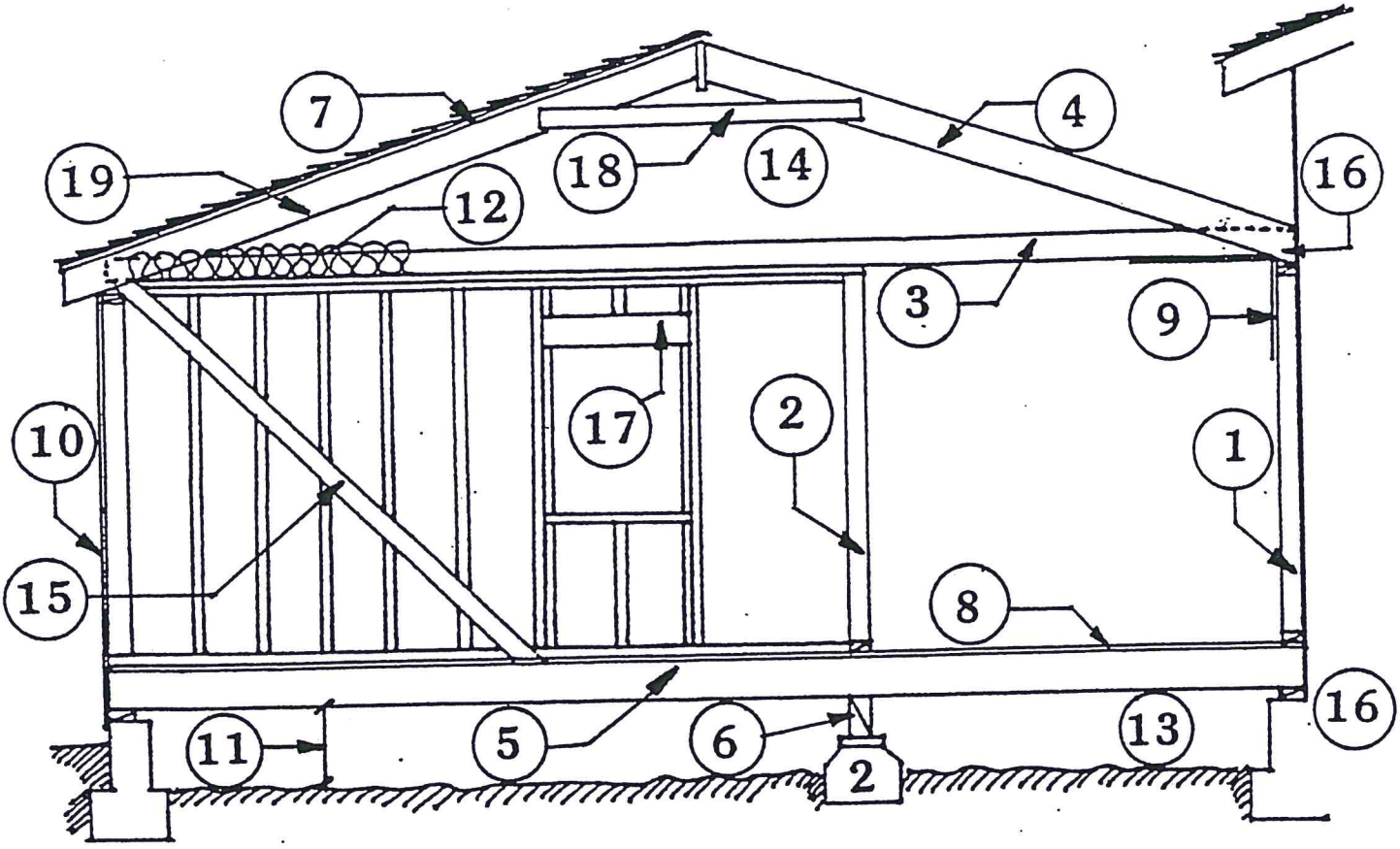




The Uniform Building Code requires a minimum of two (2) #4 (1/2 inch) reinforcing bars in all footings and foundations. When slab floors are used for liveable areas, a waterproof membrane or six (6) inches or drain rock is required to be placed under the concrete slab.

The earth must be root free for a minimum depth of at least 12 inches under all footings to prevent settlement. All organic material i.e. grass, roots, and leaves must be removed before any concrete is placed. Anchor bolts are required to be a minimum of two (2) bolts per piece of mudsill.

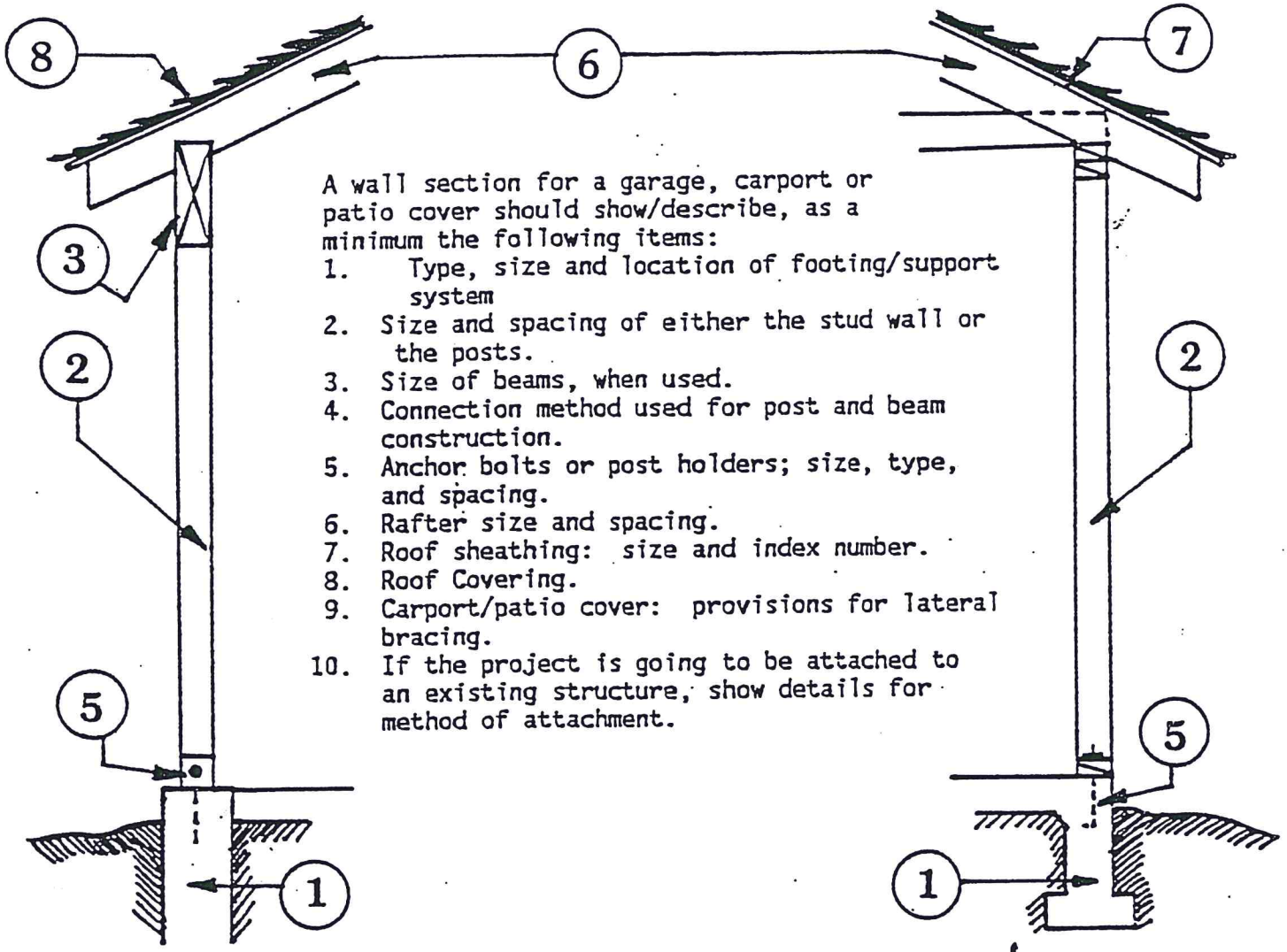
WALL SECTION



The wall section should show/describe, as a minimum, the following items:

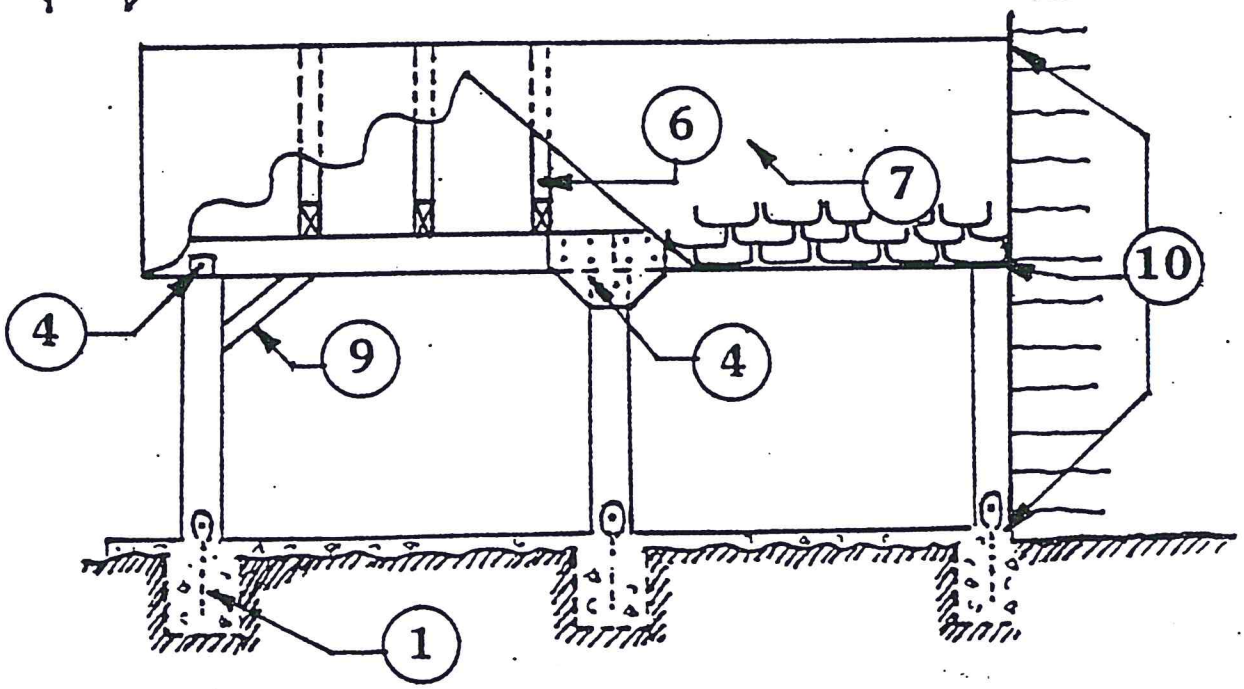
1. Size and spacing of studs.
2. Location of bearing walls and supports.
3. Size and spacing of ceiling joists.
4. Size and spacing of roof members.
5. Size and spacing of floor joists.
6. Size and spacing of girders and beams used used for supports.
7. Roof sheathing size, panel index, type of covering.
8. Floor sheathing size and panel index number.
9. Wall and ceiling covering.
10. Exterior wall covering or sheathing; type and size.
11. Earth to wood clearances: 18" minimum to joists, 12" minimum to girders/beams.
12. Insulation: type, location and "R" factor.
13. Underfloor ventilation and underfloor access.
14. Attic ventilation.
15. Shear bracing: type, location, size.
16. If project is a room addition, provide detail for point of attachment.
17. Header sizes.
18. Rafter ties; size and spacing.
19. If using manufactured trusses, provide detail sheet from supplier.
20. All dimensions.

GARAGES, CARPORTS, OR PATIO COVERS

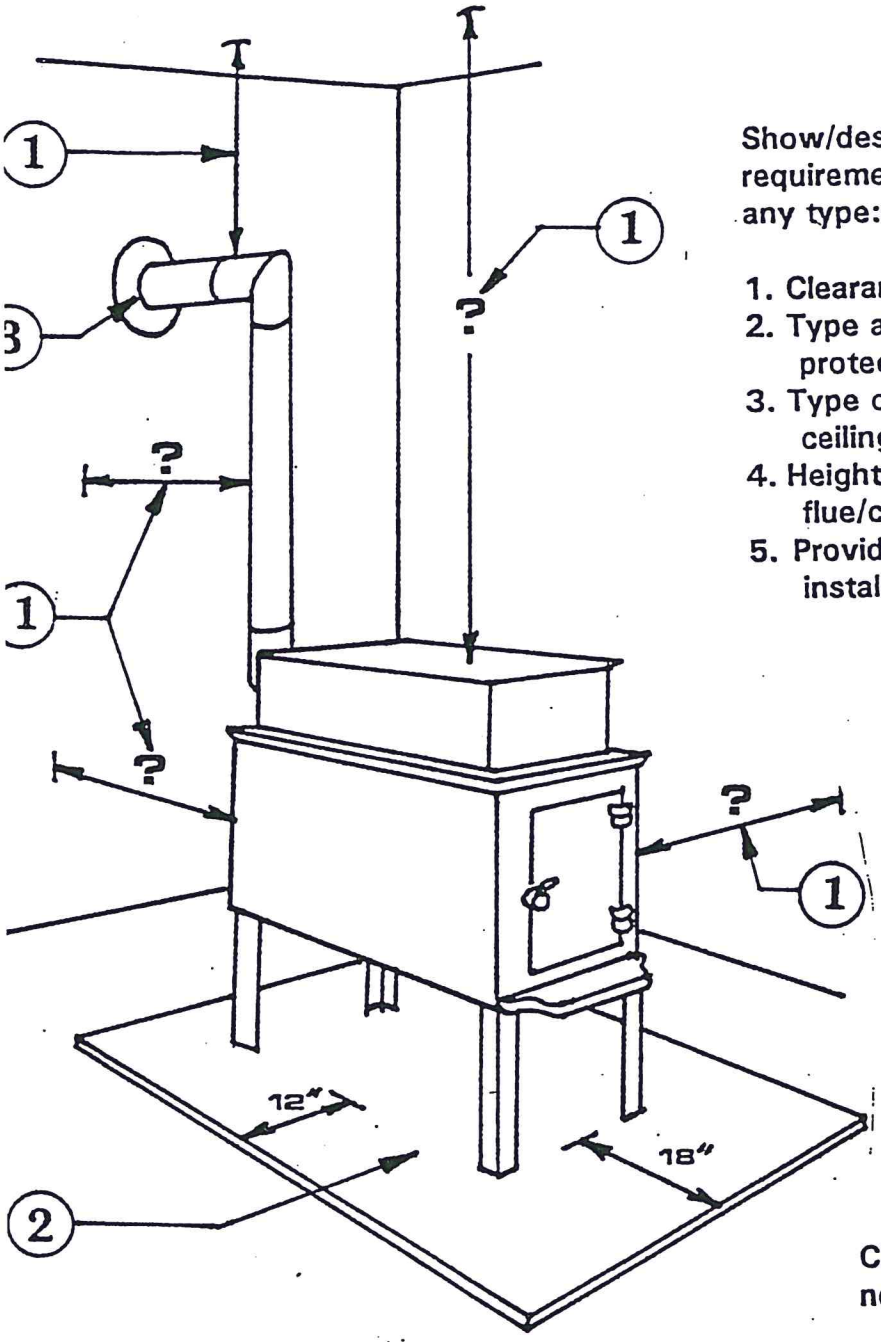


A wall section for a garage, carport or patio cover should show/describe, as a minimum the following items:

1. Type, size and location of footing/support system
2. Size and spacing of either the stud wall or the posts.
3. Size of beams, when used.
4. Connection method used for post and beam construction.
5. Anchor bolts or post holders; size, type, and spacing.
6. Rafter size and spacing.
7. Roof sheathing: size and index number.
8. Roof Covering.
9. Carport/patio cover: provisions for lateral bracing.
10. If the project is going to be attached to an existing structure, show details for method of attachment.

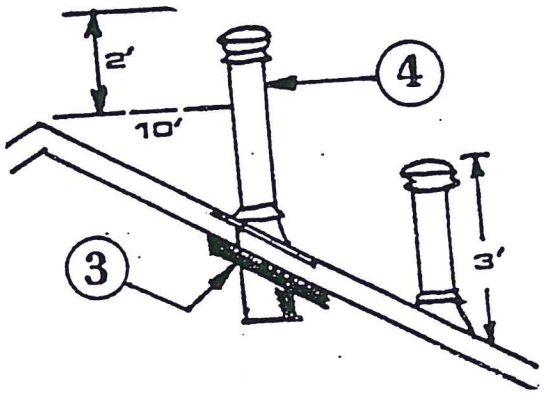


SOLID FUEL

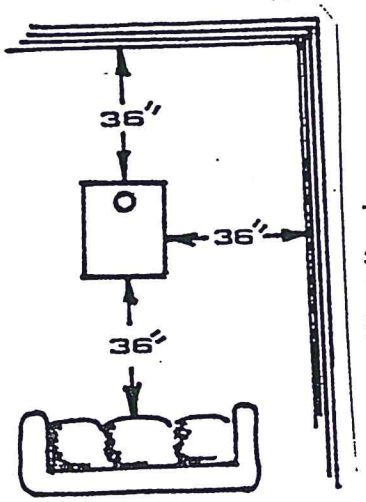


Show/describe, as a minimum, the following requirements for a wood burning appliance of any type:

1. Clearance from combustibles on all sides.
2. Type and size of hearth extension/floor protection.
3. Type of thimble used to penetrate wall or ceiling.
4. Height above roof and nearest projection to flue/chimney.
5. Provide manufacturer's specifications and installation recommendations.



Chimney must extend 2 feet above nearest projection within 10 feet.

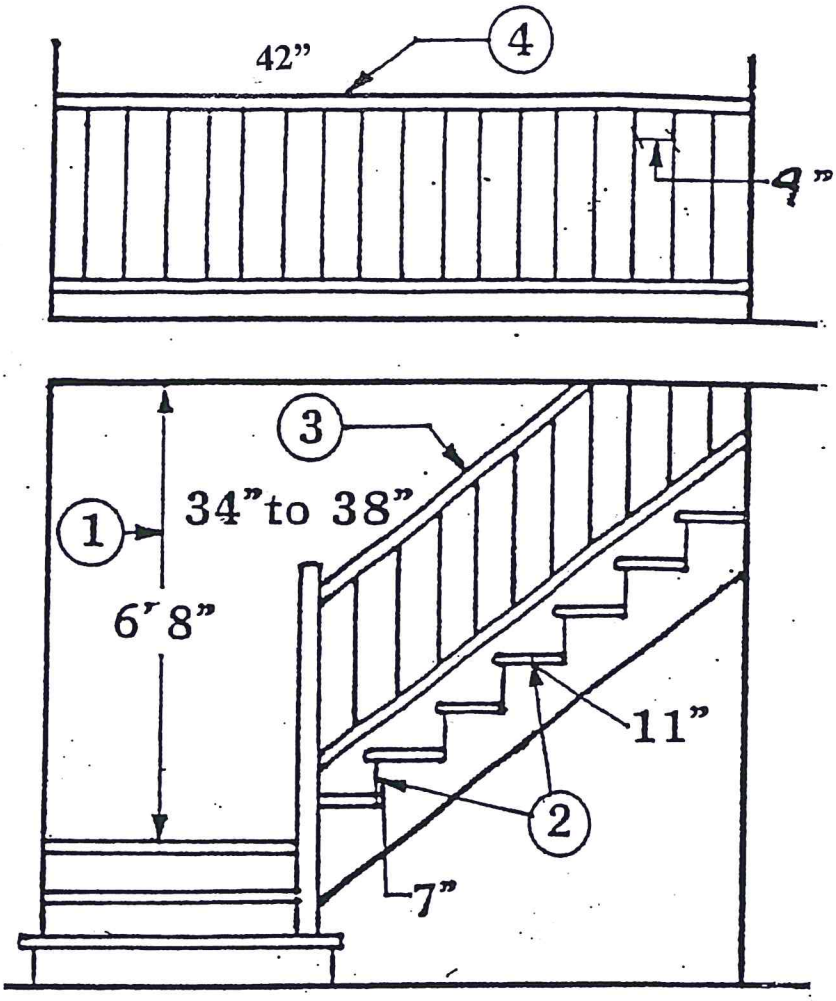


These clearances may be reduced either by supplying approved sets of manufacturer's "recommended standards for installation" or by using approved methods of wall protection.

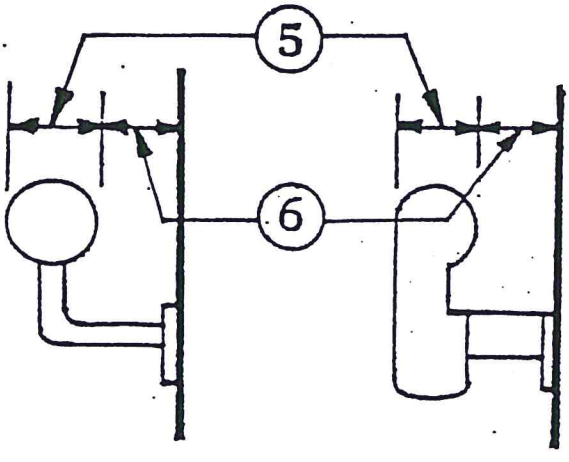
STAIRS

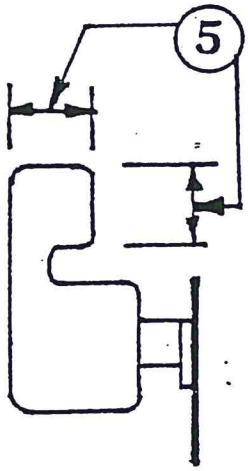
The stair detail should show/describe, as a minimum, the following items:

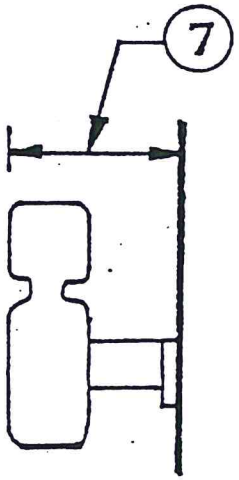
1. Headroom clearance; 6'8" minimum.
2. Rise and run;
   7" rise, maximum
   11" run, minimum
3. Handrails;
   34" to 38" measured from the nosing of the tread with a grippable cross section area of 1-1/ " to 2".
4. Guardrails:
   42" minimum height with an intermediate pattern such that a sphere 4 inches in diameter cannot pass through.



5. 1 1/4 to 2"
6. 1 1/2" MIN.
7. 4 1/2" MAX.

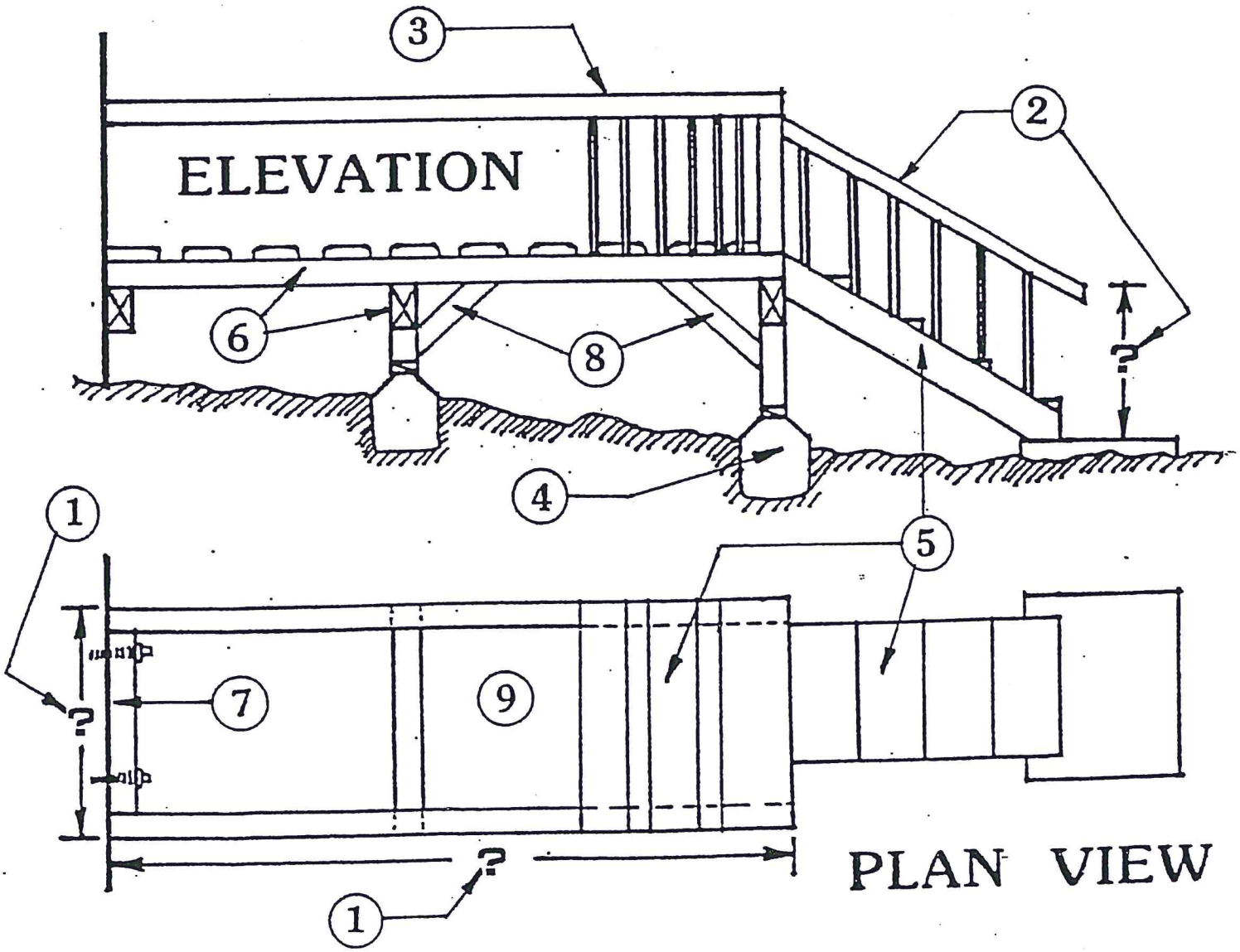






OTHER SHAPES MAY BE ACCEPTABLE IF THEY PROVIDE AN EQUIVALENT GRIPPING AREA.

DECKS

Several items should be included on your drawings for a permit to build, replace, or extend a deck. Show/describe, as a minimum, the following items:

1. Overall dimensions: lenght, width, and height above ground.
2. Handrails: 34" to 38" above the nosing of the treads.
3. Guardrails - 42" minimum height.
   Note: Handrails and guardrails shall have intermediate rails or an ornamental pattern such that a sphere 4 inches in diameter cannot pass through.
4. Type of footing or support system.
5. Size and spacing of floor joists.
6. Size and spacing of beams and posts.
7. Provide detail for method of attachment to existing structures.
8. Provisions for lateral bracing.
9. Type, size and species of decking material.
10. Rise and run of the stairs.