



COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

Original Policy: January 4, 2007
Revised:

Policy Number: BD-CSC-07-002
Combination Building Permit
(i.e. Garage, Barn, Ag Building,
Ag Exempt)

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1. Purpose

The purpose of this policy is to ensure Department consistency accepting and issuing/processing applications for combination permits (garages, barns, agricultural buildings). Through wisdom the Building Department is built, and by understanding it is established.

2. Policy

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the county. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards. Through wisdom the Building Department is built, and by understanding it is established.

3. Definition

4. Procedures

- 4.1 The applicant shall be provided a Nevada County Permit Application Form (*Attachment 1*) to be filled out for submission for building permit.
- 4.2 The applicant shall be provided a Site Plan Requirements Checklist (*Attachment 2*) to be filled out for submission for building permit.
- 4.3 The Permit Processing Technician shall verify with the applicant if he/she has five (5) sets of structural plans, 5 site plans and two (2) sets of energy and truss calculations to take in the application.
- 4.4 The Permit Processing Technician shall verify if accessory structure is an approved use for the property through zoning/Planning Department in the County GIS System.
- 4.5 The Permit Processing Technician shall review the Nevada County Permit Application Form checking all information areas have been properly filled out and completed by the applicant.

- 4.6 The Permit Processing Technician to verify if there are any open permits as well as what the applicant is applying for (deck repair, remodel, etc.), and if it was actually previously permitted on the Assessor's Parcel Number. This is very important due to the following example: remodel of a residence came in, but, turned out the residence was permitted as a barn, so, therefore, the new remodel that was applied for should have been a conversion, not a remodel.
- 4.7 The Permit Processing Technician shall verify snow load in the County's GIS System. This is checked by inputting the Assessor's Parcel Number in GIS and reviewing the chart, under snow load. (*Sample page of GIS is attached*).
- 4.8 The Permit Processing Technician shall verify in the County's NEMO System that the Assessor's Parcel Number is an "active" parcel number.
- 4.9 The Permit Processing Technician shall fill in the Occupancy Group, Construction Type, Square Footage, Valuation (*Note: valuation is to be provided by the applicant – materials and labor costs associated with the project*), Sewer Type, Water Source, Number of Dwelling Units, Snow Load, Zoning and Assessor's Parcel Number.
- 4.10 The Permit Processing Technician shall review the building site plan with the Site Plan Requirements Checklist to determine all information required on the checklist is on the site plan. If complete, the Permit Processing Technician shall sign and date the bottom of this checklist and proceed to the building plans.
- 4.11 The Permit Processing Technician shall review the building plans against the Complete Set of Building Plans – Building Permit Submittal Requirements Checklist (*Attachment 3*). If complete, the Permit Processing Technician shall sign and date the bottom of this checklist and proceed to Community Plus and start a building permit for a new residence.
- 4.12 The Permit Processing Technician shall review the Community Development Agency Agreement to Pay Form (*Attachment 4*) and the Septic Permit Application (*Attachment 5*) for completeness.
- 4.13 The Permit Processing Technician shall create a new building permit for the new residence in Community Plus (*See Attached Screen Shots of Community Plus Screens to be filled out for application*).
- 4.14 The Permit Processing Technician shall research in Community Plus to establish what, if any, permits have been issued on the Assessor's Parcel Number in which the application is being submitted for and enter the original building permit number into the new permit under "Master Number".
- 4.15 The Permit Processing Technician shall complete input of the combination permit and provide the applicant with the assigned building permit number.
- 4.16 The Permit Processing Technician shall take the total dollar amount from the fee screen in Community Plus for Inspections (Fee Code examples are: B201, 202, 203, 204, 205, 206, 207, 208, 210, 211, 213, 214) and divide it by the approved one (1) site visit dollar amount in the most recent approved fee schedule to determine the number of inspections/site visits for the permit. The permit number and total number of inspections/site visits is then input on the form "Inspections – Total Number Letter 03-28-05". Two (2) copies of this form are printed out. The applicant shall sign both forms – one is given to the applicant with his permit package, the other signed form is put in the building permit file.

- 4.17 The Permit Processing Technician shall receipt monies paid, and print out receipt for applicant.
- 4.18 The Permit Processing Assistant assigned as the Central Cashiering Staff shall collect from the applicant applicable fees due and provide the applicant with a receipt for monies collected. The Permit Processing Assistant shall direct the applicant back to the Permit Processing Technician to pick-up his/her application (***NOTE FOR ME – THE FOLLOWING IS TO BE GIVEN TO THE APPLICANT UPON ISSUANCE OF PERMIT.....***and associated paperwork (Owner-Builder Verification Form – ***Attachment 5***; Owner-Builder Information Form – ***Attachment 6***; Building Department Information Sheet – ***Attachment 7***; .
- 4.19 The Permit Processing Technician prints out building permit and inspection cards from Community Plus for the applicant.
- 4.20 The Permit Processing Technician shall create a file folder and write on the front of file folder the Assessor’s Parcel Number (left hand side) and the Building Permit Number (right hand side).
- 4.21 The Permit Processing Technician shall stamp the office and job set of plans and calculations with the appropriate stamps on the bottom left hand corner of plans and bundle each by office and job set and place in the file folder.
- 4.22 The Permit Processing Technician shall place the file folder and plans in the appropriate plan review box for processing by the Building Department Permit Coordinator.
- 4.23 The Permit Processing Technician shall advise the applicant the Permit Coordinator shall be the primary contact person for permit and plan check status and provide him/her with their telephone number.
- 4.24 The Permit Coordinator shall be responsible for internal plan check routing to all applicable departments; complete the plan routing form; send notification letters to the applicants regarding permit status; ensure plans are routed and reviewed in the time allocated for review and prepare a single comment letter incorporating all Department’s corrections.
- 4.25 The Permit Coordinator shall also be responsible as a third (3rd) review to ensure the permit description reflects the scope of work described on the application; ensure correct fees are assessed and paid and update the Community Plus computer system relative to permit tracking.

Policy Initiated By: Brian Washko

Policy Approved: _____ Date: _____
 Brian Washko, C.B.O.
 Chief Building Official

Attachments: Nevada County Building Permit Application Form
 Site Plan Requirements Checklist
 Complete Set of Building Plans–Building Permit Submittal Requirements Checklist
 Screen Shots of Community Plus Permit Application Screens