



## COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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**Policy Number: BD-CSC-07-004**  
**Over-The-Counter Permits (Mechanical,  
Plumbing, Building and Electrical)**

<b>Section Index:</b>	<b>1. Purpose</b>
	<b>2. Policy</b>
	<b>3. Definitions</b>
	<b>4. Procedures</b>
	<b>5. Exempted Permits</b>

### 1. Purpose

The purpose of this policy is to ensure Department consistency in accepting and issuing/processing applications for over-the-counter permits (mechanical, plumbing, building, and electrical).

### 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

#### 3.1 **Mechanical Permit Types are as follows**

- Heating appliances
- Ventilation equipment
- Cooling equipment
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by the California Mechanical Code.
- Replacement of heating, cooling, evaporators, and other mechanical systems.
- Refrigeration equipment
- Air Handlers
- Boilers, compressors, and absorption systems
- Gas systems
- Miscellaneous

### **3.2 Plumbing Permit Types are as follows**

- Fixtures, new and replacements
- Sewers
- Interceptors
- Water piping
- Water heaters
- Gas piping
- Lawn sprinklers vacuum breakers
- Backflow devices
- Swimming Pools
- Miscellaneous

### **3.3 Electrical Permit Types are as follows**

- New residential buildings
- Multifamily
- Private swimming pools
- Carnivals and circuses
- Temporary power
- Receptacle, switch and light outlets
- Lighting fixtures
- Residential appliances
- Nonresidential appliances
- Power apparatus
- Bus ways
- Signs, outline lighting and marquees
- Services
- Miscellaneous apparatus, conduits and conductors

### **3.4 Building Permit Types are as follows**

- Re-roofing
- Siding replacement
- Termite repairs
- Repair work

## TYPES OF OVER THE COUNTER PERMITS

### Building

- Re-roof permits
- Repair work
- Termite and dry rot repairs
- Window replacement (like size for like size)
- Siding replacement

### Electrical

- New branch and feeder circuits
- Electrical service change-outs
  - Simple electrical work
  - Installations of additional plugs & switches
  - New light fixtures
  - New outside landscaping lighting
  - Services
  - Computer cabling

### Mechanical

- Wall heater change out & new installations
- Force Air Furnaces, new and change out
- Air conditioning, new and change out
- Exhaust fan installation
- Duct replacement

### Sign outlets Plumbing

- Simple plumbing work
  - Water service replacement
  - Water heater replacement
  - Water piping replacement
  - Additional water piping added
- Water softener installation
  - New sewer and sewer replacement

## 4. Procedures

- 4.1 The permit applicant shall be provided a Nevada County Permit Application Form (***Attachment 1***) to be filled out for submission for building permit.
- 4.2 The Permit Processing Technician shall review the Nevada County Permit Application Form checking all information in the gray shaded areas have been properly filled out and completed by the applicant. ***Note: If the permit is for a mechanical permit (i.e. HVAC Change-out, the HVAC Equipment Change Out Requirement Form must be filled out and approved by a Plans Examiner). (Attachment 2)***
- 4.3 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.
- 4.4 The Permit Processing Technician shall verify in the County's NEMO System that the Assessor's Parcel Number is an "active" parcel number.
- 4.5 The Permit Processing Technician shall create a new building permit for the over-the-counter permit in Community Plus (***See Attached Screen Shots of Community Plus Screens to be filled out for application.***

- 4.6 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 over-the-counter permit is being submitted for and enter the original building permit number into the new permit under "Master Number".
- 4.7 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. If incomplete, the Permit Processing Technician shall return the application to the applicant.
- 4.8 The Permit Processing Technician is 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, therefore, the new remodel that was applied for should have been a conversion, not a remodel.
- 4.9 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*).
- 4.10 The Permit Processing Technician shall complete input of the over-the-counter permit and provide the applicant with the assigned building permit number.
- 4.11 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.
- 4.12 The Permit Processing Technician shall receipt monies paid, and print out receipt for applicant.
- 4.13 The Permit Processing Assistant shall collect from the applicant applicable fees due and provide the applicant with a receipt for monies collected. The Permit Processing Assistant shall give the permit applicant all associated paperwork (Owner-Builder Verification Form – *Attachment 5*; Owner-Builder Information Form – *Attachment 6*; Building Department Information Sheet – *Attachment 7*;
- 4.14 The Permit Processing Technician shall print out the building permit and inspection cards from computer permitting system for the applicant.
- 4.15 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).
- 4.16 The Permit Processing Technician shall place the over-the-counter permit in the issued in-box for processing by the Building Department Support Staff.

## 5. Exempted Permits

- 5.1 **Building:** A building permit shall not be required for the following:
- 5.1.1 One –story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, proved the floor area does not exceed 120 square feet (11.2m<sup>2</sup>).
  - 5.1.2 Fences not over 6 feet (1829 mm) high.
  - 5.1.3 Oil derricks.
  - 5.1.4 Movable cases, counters and partitions not over 5 feet 9 inches (1753 mm) high.
  - 5.1.5 Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
  - 5.1.6 Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2:1.
  - 5.1.7 Platforms, walks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below.
  - 5.1.8 Painting, papering and similar finish work.
  - 5.1.9 Temporary motion picture, television and theater stage sets and scenery.
  - 5.1.10 Window awnings supported by an exterior wall of Group R, Division 3, and Group U Occupancies when projecting not more than 54 inches (1372mm).
  - 5.1.11 Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade and if the capacity does not exceed 5,000 gallons (18 927L).
- 5.2 **Electrical:** An electrical permit shall not be required for the following:
- 5.2.1 Portable motors or other portable appliances energized by means of a cord or cable having an attachment plug end to be connected to an approved receptacle when that cord or cable is permitted by the Electrical Code.
  - 5.2.2 Repair or replacement of fixed motors, transformers or fixed approved appliances of the same type and rating in the same location.
  - 5.2.3 Temporary decorative lighting.
  - 5.2.4 Repair or replacement or current-carrying parts of any switch, contractor or control device.
  - 5.2.5 Reinstallation of attachment plug receptacles, but not the outlets therefore.
  - 5.2.6 Repairs or replacement or any overcurrent device of the required capacity in the same location.
  - 5.2.7 Repairs or replacement of electrodes or transformers of the same size and capacity for signs or gas tube systems.
  - 5.2.8 Taping joints.
  - 5.2.9 Removal of electrical wiring.

- 5.2.10 Temporary wiring for experimental purposes in suitable experimental laboratories.
- 5.2.11 The wiring for temporary theater, motion picture or television stage sets.
- 5.2.12 Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
- 5.2.13 Low-energy power, control signal circuits of Class II and Class III as defined in the Electrical Code.
- 5.2.14 A permit shall not be required for the installation, alteration or repair of electrical wiring, apparatus or equipment or the generation, transmission, distribution or metering of electrical energy or in the operation of signals or the transmission of intelligence by a public or private utility in the exercise of its function as a serving utility.

5.3 **Plumbing:** A plumbing permit shall not be required for the following:

- 5.3.1 The stopping of leaks in drains, soil, waste or vent pipe provided, however, that should any concealed trap, drain pipe, soil, waste or vent pipe become defective and it becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspection made as provided in the code.
- 5.3.2 The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, not for the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

5.4 **Mechanical:** A mechanical permit shall not be required for the following:

- 5.4.1 A portable heating appliance.
- 5.4.2 Portable ventilating equipment.
- 5.4.3 A portable cooling unit.
- 5.4.4 A portable evaporative cooler.
- 5.4.5 A closed system of steam, hot or chilled water piping within heating or cooling equipment regulated by the Mechanical Code.
- 5.4.6 Replacement of any component part of assembly of an appliance, which does not alter its original approval and complies with other applicable requirements of the technical codes.
- 5.4.7 Refrigerating equipment, which is part of the equipment for which a permit has been issued pursuant to the requirements of the technical codes.
- 5.4.8 A unit refrigerating system as defined in the Mechanical Code.

Policy Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Brian Washko, C.B.O.

Chief Building Official

Policy Initiated by: Jean Jacobs, Customer Services Supervisor