



**COUNTY OF LAKE  
COMMUNITY DEVELOPMENT DEPARTMENT**

Courthouse - 255 N. Forbes Street • Lakeport, California 95453  
Building & Safety Division (707) 263-2382 • Planning Division (707) 263-2221  
FAX (707) 263-2225

## **Steps to Obtain a Building Permit**

### **Residential Structures – Single Family Dwellings, Residential Additions, Alterations, and Miscellaneous Accessory Buildings**

All Construction activity, from initial grading of a site to interior improvements, alterations and most repairs require a building permit unless the work is specifically exempted by the 2019 California Building Code Section 105.1 and the County of Lake Zoning Ordinance.

**NOTE:** Prior to obtaining a Building Permit, you will want to speak to the Planning Division about how your parcel is zoned and what that zoning allows you to do, and the setbacks required, to give you an idea about where you want to build. **If your parcel is on a septic system you will need to contact Environmental Health to review what you want to build will be adequately supported by your current system.** Also, if you are in a Homeowner's Association you need have approval by them prior to submitting your application.

**Per 2019 California Building Code 105.1:** *Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.*

### **PERMIT CHECKLIST**

- **Building Permit Application**
- **2 Copies of Site Plan**
- **2 Copies of Construction Plans/Supporting Documents**
- **2 Copies of Fire Suppression System Plans**
- **Take Application, Site Plans, Construction Plans, and Fire Suppression Plans to the appropriate agencies to sign off on the Application and Plans, and pay any fees due. Keep Receipts.**
  - **Water District**
  - **Sewer District/Environmental Health**
  - **Local Fire District**
  - **Local School District**
  - **Cal-Fire (if applicable)**
  - **Department of Public Works (DPW) or CalTrans**
  - **Lakebed Management/Water Resources (if applicable)**
- **Home Owners' Association Stamp of Approval (if applicable)**

**Submit completed Building Permit Application, Site Plans, Construction Plans, Approved Fire Suppression System Plans, Agency receipts, and any additional support documents.**

**Payment for Zoning Clearance and Plan Review will be due at time of submittal. Remaining amount will be due at time of Permit Issuance.**

### **COUNTER FORMS TO BE COMPLETED**

- **BUILDING PERMIT APPLICATIONS** are available at our counter and on-line at: [www.co.lake.ca.gov](http://www.co.lake.ca.gov). Please fill out form thoroughly and accurately, signing where indicated. (Owner **MUST** be the owner of record, If lessee, you must have copy of said lease.) **Please have ALL appropriate Agency sign-offs on Application, and copies of Agency receipts, prior to submittal.**

**Submittal Plan Documentation: Two (2) Complete sets of Legible Construction Plans to include:**

- **Construction Drawings – Structural Plans**
  - ❖ Foundation Plan
  - ❖ Floor Framing Plan
  - ❖ Structural Framing Details
  - ❖ Fire Sprinkler System Plans ( Two (2) sets of sprinkler system plans with layout, riser details, and calculations that **MUST BE** pre-approved by Fire Agency)
  - ❖ Roof Framing Plan
  - ❖ Cross Sectional views
- **Truss Calculations** (May be a deferred submittal, due by the framing inspection).
- **Plumbing, Mechanical, and Electrical Calculations & Locations**
- **Two (2) sets of Structural Calculations** (if engineered) **when required**, stamped and signed by a California registered Architect or Engineer.
- **Two (2) Copies of Construction Waste Management Plan** signed by Designer and/or Owner.
- **Two (2) sets of Title 24 Energy Calculations** signed by Designer and/or Owner.

**Information Required on Cover Sheet:**

- Project Name and Site Address, Project Owner's name, mailing address, phone number, e-mail, and Contact information of Contact Person, if not Owner.
- Name, title, address, phone number and e-mail of Architect or Engineer of record. (*If applicable*)
- Assessor's Parcel Number
- Total Square footage of buildings and improvements
- Zoning (Completed by Planning Division as part of Zoning clearance)
- Vicinity map, location and North Arrow
- Stamped and wet signature of design professional, ALL sheets (*If applicable*)
- Electrical service size.

**Site/Plot Plan:** with Elevation gradients and drainage direction arrows (**stamped approved by Environmental Health –if on septic**) to measurable scale.

- Lot dimension showing entire parcel and property lines.
- Building footprint location (provide dimensions to property lines and adjacent structures.)
- Identify building orientation with North Arrow
- Direction arrows showing drainage from and on property.
- Grading plan showing existing and proposed and proposed elevations.
- Show locations of the following: (*If applicable*)
  - Electric meters/service
  - Septic System / Leach fields
  - Location of Well and Water storage tanks
  - Easements and rights-of-way, etc.
  - Other structures on the property. (Label each existing & proposed structure by its use.)
  - Driveway
  - Propane tank
  - Mandatory requirements of Planning Division and/or Use Permit.

**Architectural & Structural Plans:**

- **Foundation Plan** – Footing (Piers/Foundation/Grade Beam/Slabs, etc).
- **Manufacturer's Installation Manual**
- **Floor Plan** – (Show each floor drawn to scale & fully dimensioned with Braced wall lines clearly identified with details for bracing method.):

- References to section details
- Location of all stairways
- Identify uses of all rooms
- Electrical main and Sub-panels (outlets/switches, & lighting) smoke detector locations, and an Electrical chart
- Plumbing and Mechanical
- **Exterior Elevations**
- **Details** – Architectural, Structural, Bracing, Structural Connections (hold-downs/strapping details, etc.)
- **Braced Wall Plan – Hold Downs/Strapping Details.** Must be designed by a Licensed Registrant

Plans may be submitted in person or via mail, but **permit will only be issued over the counter**, not by email or postal service at this time. Only the Property Owner, Agent of Owner, or Contractor may sign for the Permit at issuance. An Authorization form with photo ID Copy must be received by Building Division before permit will be issued.

3. **Applicable Codes:**

<u>Code Edition</u>	<u>Effective Date</u>
2019 California Building Code	January 1, 2020
2019 California Residential Code	January 1, 2020
2019 California Electrical Code	January 1, 2020
2019 California Plumbing Code	January 1, 2020
2019 California Mechanical Code	January 1, 2020
2019 California Green Building Code	January 1, 2020
2019 California Energy Code	January 1, 2020
2019 California Fire Code	January 1, 2020
2019 California Administrative Code	January 1, 2020
2019 California Historical Building Code	January 1, 2020
2019 California Existing Building Code	January 1, 2020
2019 International Property Maintenance Code	January 1, 2020
2019 International Wildland-Urban Interface Code	January 1, 2020

**The Building Permit Process and Time Lines**

**Plan Review – 1<sup>st</sup> Review** **2-4 Weeks** (subject to change due to volume and staffing)  
 (10 Working Days) Approximately

Subsequent Reviews (Re-checks/Revisions) **1 Week**  
 (5 Working Days) Approximately

**Permit Application Expiration** **6 Months**  
 Application will expire 180 days (6 months) from date of submittal, if a building permit is not issued.

**Fees & Code Effective Dates**

The fees & codes that are in effect at the time of permit application submittal will apply to the permit.

**Permit Issuance**

To Issue the Building Permit you will need the following:

- Building Permit fees to be paid in full
- Road Impact fees paid – receipt

- Fire Mitigation fee paid – receipt
- School Mitigation fee paid – receipt
- Building plans approved

**Building Permit Expiration** A building permit will expire after 180 days (6 months) of non-activity. Once a building permit is issued, work MUST progress & inspections must be called for at least every 180 days (6 months) to maintain permit activity.

**Inspections** Minimum of 24 hour advance notification is required when scheduling an Inspection. An inspection MUST occur within 180 days (6 months) of permit issuance or of the last inspection to avoid expiration of the permit. A final inspection is required on **All** permits when all work is completed. If no final inspection is requested, the permit will expire and become void.

**Final Inspection Approval**

To Final a Building permit:

- A Certificate of Occupancy (when applicable) will be issued on the date of the final inspection approval.
- Required Department/Agencies (CDF, DPW, Environmental Health, etc.) **must sign off** complete on job card.
- Final inspection must be made prior to permit expiration.

**Notice of Non-Compliance**

In the event a building permit expires without final inspection approval, a Notice of Non-Compliance will be filed against the property.

4. **Community Development Department & Related Agencies**

Counter Hours of Operation are 8:00 AM to 5:00 PM Monday through Thursday, except holidays. Building Inspectors are in the field 8 AM through 4:30 PM however, that is dependent upon how heavy the inspection scheduling is.

**Community Development Department Directory:**

<u>Division Staff</u>	<u>Name</u>	<u>Phone</u>	<u>E-Mail</u>
CDD Director	Michalyn Delvalle	707-263-2221	<a href="mailto:Michalyn.DelValle@lakecountyca.gov">Michalyn.DelValle@lakecountyca.gov</a>
Chief Building Official	David Casian	707-263-2382	<a href="mailto:David.Casian@lakecountyca.gov">David.Casian@lakecountyca.gov</a>
CDD Permit Tech	Lauri Ensley	707-263-2382	<a href="mailto:Lauri.Ensley@lakecountyca.gov">Lauri.Ensley@lakecountyca.gov</a>
CDD Permit Tech	Dana Hueners	707-263-2382	<a href="mailto:Dana.Hueners@lakecountyca.gov">Dana.Hueners@lakecountyca.gov</a>
Principal Planner	Mark Roberts	707-263-2221	<a href="mailto:Mark.Roberts@lakecountyca.gov">Mark.Roberts@lakecountyca.gov</a>
Planning Staff		707-263-2221	
Code Enforcement Manager	Andrew Williams	707-263-2382	<a href="mailto:Andrew.Williams@lakecountyca.gov">Andrew.Williams@lakecountyca.gov</a>

**Other Related Agencies:**

<u>Agency</u>	<u>Typical Requirements</u>	<u>Phone Number</u>
Dept. of Public Works	Driveways, Sidewalks, Roads, Encroachment permits	707-263-2341
Water Resources	Flood Elevations	707-263-2344
Surveyor's Office	County Recorded Maps	707-263-2341
Environmental Health	Wells, Septic Systems, Commercial Food Services	707-263-1164
Special Districts	Sewer & Water	707-263-0119
CALFIRE	Wildfire Protection Areas	707-279-4924(Kelseyville) 707-987-3089(So. Lake Co.)
Dept. of Fish & Game		916-358-2900
Caltrans	Encroachment Permits	

HCD	MH Structural Permits	916-255-2501
Contractors Licensing Board		800-321-2752
		916-576-6759
<b>Local Fire Districts:</b>	Fire Sprinkler system reviews, Local district fees	
Lakeport	County area only	707-263-4396
Lake Pillsbury		707-743-1625
Kelseyville		707-279-4268
Lake Co. Fire Protection Dist.	Clearlake & Lower Lake	707-994-2170
No. Shore Fire Protection Dist.	Clearlake Oaks, Lucerne, Nice & Upper Lake	707-274-3100
S. Lake Co. Fire Prot. Dist.	South Lake area	707-987-3089
<b>Local School Districts:</b>	Local district fees	
Kelseyville		707-279-1511
Konocti		707-994-6475
Lakeport		707-262-3000
Lucerne		707-274-5578
Middletown		707-987-4100
Upper Lake		707-275-2338

**Inspection Process:**

A minimum of 24 hour advance request for inspection is mandatory.

If the date requested is booked we will do all we can to give you an inspection as close in date as requested. Please note that the Building Division **does not conduct inspections in all areas of Lake County every day of the week.**

***Your Inspection card and Approved Plans MUST be made available at the time of inspection.*** If you are not ready for the requested inspection when the inspector arrives, you will need to call and reschedule. A reinspection fee of \$64.00 will required to be paid prior to that requested inspection. Inspectors **will not** return to a job site the same day.

***YOU ARE RESPONSIBLE TO PROVIDE ACCESS TO THE INSPECTOR FOR THE INSPECTION.*** If you are unable to be there, you will need to leave a note giving the inspector permission to enter and a key or have door/gate unlocked.

Additionally, inspectors **will not** enter backyards when dogs are present or enter houses when only minors are present. Inspectors do not carry ladders, therefore ladders must be provided when necessary to perform the inspection.

**INSPECTION PROCEDURE FOR RESIDENTIAL PROJECTS**

The 2019 California Building Code, adopted by Lake County, requires that NO WORK shall be done on any part of the building or structure beyond the point indicated in each successive inspection without obtaining the written approval of the Building Inspector.

After you are issued your Building Permit, the following inspections MUST be called for and approved by the Building Inspector before moving forward. Please **remember** to call in your request for inspection at least 24 hours or more in advance.

- Foundation Inspection:** This inspection is made after the trenches and pier footings are excavated. All form work, steel reinforcement and hold-downs are in place. The



electrical service conduit and underground are in place. All property corners are to be marked.

**This inspection is required BEFORE any concrete has been poured.**

2. **Ground/Under-floor Plumbing Inspection:** This is an open trench inspection. The drainage pipe is required to be on test either a 10' head of water or a 5-PSI air test. All under-slab water supply lines are required to be installed and under working pressure or a minimum 50 PSI air test.  
**DO NOT COVER any piping prior to inspection.**
3. **Pre-slab Inspection:** This inspection is made after all plumbing trenches have been filled. All sand, reinforcement and vapor barriers have been installed per plan. All slab ties are properly adjusted for clearances.  
**This inspection is done prior to pouring concrete.**
4. **Girder Inspection (for Raised Floors):** Install all floor joists, girders and support posts. Install and test all underfloor plumbing such as drain lines water supply and gas lines. Install any underfloor ducting. All hold-downs and all treads MUST be in place and properly installed.
5. **Underfloor Insulation Inspection:** This inspection is made after all floor insulation has been installed.  
**This Inspection is prior to sub-floor (plywood) being laid.**
6. **Pre-wrap Inspection:** This inspection is made after all exterior sheathing, hold-downs and roof sheathing is installed. All shear transfer components are in place and required strapping.  
**This inspection is done before the roof covering or exterior siding has been installed.**
7. **Framing Inspection:** The structure shall be roofed or stacked when using tile. Electrical shall be roughed-in and sub-panel grounds and neutrals made up. Plumbing shall be topped out and on test, gas lines installed and on test and water supply complete and on test. Rough mechanical – ductwork installed, flues and chimneys, mechanical vents, and interior units set. Structure must be weather tight, windows installed and exterior lath/siding complete.  
**This inspection is made prior to placement of wall and ceiling insulation. Sprinkler system MUST be inspected by Fire Department.**
8. **Wall and Ceiling Insulation Inspection:** This inspection is made after wall insulation and ceiling "Batts" insulation is installed and penetrations sealed.
9. **Gypsum Wallboard:** This inspection is done after the wallboard has been installed including wallboard used as bracing.
10. **Stucco Inspection:** Scratch coat shall be inspected after curing has taken place, **before final coat.**
11. **Final Inspection:** To be made after structure is complete and all regulations are satisfied.

**This inspection is made PRIOR to building being occupied.**

**NOTE: Prior to Final Inspection on structure, a Final for Encroachment, Septic, and CALFIRE is required.**

### **Building Permit Fees:**

Building Permit fees are based on the project valuation which includes material and labor. The valuation will be established by the Building Official by utilizing either the contract price provided by the applicant or calculating the value according to the current published ICC Building Standards Valuation data. The permit fees will be accurately established as part of the Plan Review process. The only fees which are not included as part of the building permit are the Encroachment permit fees and Road Impact fees for Dept. of Public Works, Local School district fees, and Local Fire district fees (if applicable).

### **Fee Collection Process:**

The permit fees are collected in two (2) stages:

<b>Planning Clearance Fee</b>	At the time of Application Submission
<b>Plan Review Fee</b>	At the time of Application Submission
<b>Building Permit Fee/CBSC/SMA Fees</b>	At the time of Permit Issuance



**Method of Payment:**

We only accept cash, check, or money order at this time.