

COUNTY OF PLACER Community Development/Resource Agency

BUILDING

Administrative Policy
Two Residential Structures
on Same Set of Plans

TO: Building Department Staff

From: Alan Cole, Jack Venable, Max Shoffner, Jim Weber (Plan check focus group)

Approved: Bob Martino, Chief Building Official

Effective Date: 5/20/09

ISSUE:

Provide a policy and procedure to accept plans and documentation for residential structures that are detached but are contained within one set of plans. Provide a policy to coordinate submittal and plan review of structures. Establish an order for issuance of permits consistent with the Planning Department's requirements. Define the record handling in a consistent manner.

BACKGROUND/HISTORY:

There is no written policy explaining what is required to accept plans and documentation when applying for a building permit when one set of plans contain more than one structure.

ANALYSIS:

Having a policy and procedure will help in having a complete submittal and be a more efficient use of time for the counter staff, plan examiners, field inspectors, and when scanning documents for archiving. Providing a consistent process will reduce confusion.

POLICY:

The applicant/owner must understand the permits are to be issued at the same time and the primary residence must be finaled before the accessory structure will be finaled.

Submittal must include:

- 1. 3 sets of complete plans; 3 sets of documentation provided both structures are included:
- If documentation is separate (by structure) 2 sets of each, 1 copy of each building dimensioned floor plan (assessor copies). Applications for each structure must be completed;
- 3. Two permit numbers and folders shall be created;
- 4. Descriptions of work are to reflect each structure;
- 5. Write or stamp the corresponding permit number on each set of plans and documents and put in the appropriate folder:
- 6. The folders are to be bound together by rubber band or some other means and shall be reviewed together by the same plans examiner;
- 7. The counter technician shall mark all site plans specifying which structure is under the given permit number. A note on the accessory structure permit card should state, "No Final Until Primary Residence is Finaled".