

## AN OVERVIEW OF THE AUBURN OFFICE BUILDING PERMIT PROCESS

Deferred submittals are not recommended within Placer County Jurisdiction. Applicant will be given a plan check application form. Applicant will be routed through the front counter to the other land divisions for their approval.

**Planning Services** will review the plans for zoning and property line setback requirements, building height, footprint coverage, tree permit requirements and major flood zones. *(Architectural review approval on any construction being done in new subdivisions may be applicable. Planning can tell you if your subdivision requires architectural approval.)*

**Public Works-Engineering and Surveying ESD** will determine any requirements regarding sewer, encroachment, and grading permits; traffic mitigation fees, and flood zone review. You may pay any applicable fees at this time or when the building permit is ready to be issued.

**Environmental Health** will determine any requirements they may have regarding the sewage system and/or water system. If you plan to use an on-site disposal system, and/or a private well, you will be required to complete the appropriate applications and pay the permit fees at this time. They will accept the plot plans for their review.

Once the plans have been approved by Building Services and approvals from all applicable departments have been obtained, you will be notified that your building permit is ready to be issued.

**Prior to coming in to obtain your building permit**, you will need to pay any outstanding special district fees, i.e. fire, school, cemetery: at the respective district. When you come in to obtain your Building Permit you will need to pay any outstanding fees that have not been (sewer, traffic, encroachment, etc.) These are paid to the applicable department prior to permit issuance.

### SUMMARY

1. Know your Address or Assessor's Parcel Number (on your tax bill).
2. Building permits are obtained from Building Services with appropriate clearances from Planning, ESD, Environmental Health Environmental Engineering Public Works and Fire District.
3. Pre-plan your project. Talk to the various land development departments about what their specific requirements will be on your project **before** you submit your application. If you have a problem or have questions, please call (530)745-3000 to request a pre-application meeting with front counter staff.
4. You will need the following to submit for Building Services plan check:
  - Two (2) complete sets of building plans with one additional plot plan, and one additional floor plan. (plans designed by an Architect or Engineer must be stamped and wet signed)
  - All calculations (that are applicable): Structural, Energy, and Truss, Green Code. (2 copies wet signed)
  - Water service will-serve letter (if required) to be submitted to Environmental Health.
5. Building permits can only be issued to owners of the property, licensed contractors or their **authorized** agents. Agents must have authorization letter from Contractor on contractors letterhead.
6. If you are in a subdivision, check with the homeowners association for any deed restrictions that may affect your project.



### CDRA PHONE DIRECTORY

#### BUILDING SERVICES DIVISION

Auburn General Questions 530-745-3000  
Auburn Inspection Requests 530-745-3020

#### PLANNING SERVICES DIVISION

Zoning, Property Line Setbacks, Variances, Buildings Allowed, Conditional Use Permits, Business Licenses, Second Residential Units/Granny Flats, Temporary Mobile Homes, etc.  
General Questions (Auburn) 530-745-3000

#### DEPARTMENT OF PUBLIC WORKS

Road Encroachment, Flood Zone, Traffic Fees, Drainage, etc.  
General Questions (Auburn) 530-745-3000

#### ENGINEERING AND SURVEYING DEPARTMENT

Grading  
General Questions (Auburn) 530-745-3000

#### ENVIRONMENTAL ENGINEERING

Sewer  
General Questions (Auburn) 530-745-3000

#### ENVIRONMENTAL HEALTH SERVICES

Septic & Well Permits  
General Questions (Auburn) 530-745-2300

**PLEASE NOTE THAT THE BUILDING DIVISION CAN ONLY ISSUE BUILDING PERMITS TO OWNERS OF THE PROPERTY OR THEIR AUTHORIZED AGENT WITH AN OWNER-BUILDER VERIFICATION FORM ON FILE IN THAT OFFICE; OR A LICENSED CONTRACTOR/AUTHORIZED AGENT WHO HAVE CURRENT STATE AND COUNTY LICENSES, PROOF OF A CURRENT CERTIFICATE OF WORKER'S COMPENSATION (IF APPLICABLE), AND AUTHORIZATION LETTER ON FILE WITH THE COUNTY.**



## How to get a Residential Building Permit (Auburn Office Only)



3091 County Center Dr. Ste. 100 Auburn, CA 95603  
Phone: 530-745-3010  
Email: [building@placer.ca.gov](mailto:building@placer.ca.gov)  
Office Hours to Public  
8:00 A.M.-5:00 P.M.  
Weds 9:00 A.M.-5:00 P.M.  
Plans Accepted 8:00 A.M.-3:30 P.M.  
Building Permits Issued 8:00 A.M.-4:30 P.M.

## GENERAL PLAN REQUIREMENTS

The minimum requirements for ALL new residential structure permits are:

### COVER SHEET

Shall indicate the following structural design information:

- Floor and roof live loads
- Ground snow load
- Basic wind speed and wind exposure
- Seismic design category and site class
- Flood design (if applicable)
- Summary of square footage for each occupancy type. (existing and proposed)
- List of the adopted codes in effect at time of application
- Wildland Urban Interface approved materials must be listed for the following, roof coverings, attic vents, gutters, exterior siding, exterior wall vents, exterior doors, windows, decking surfaces, and floor and roof projections.
- Owner
- Project address
- Table of contents
- Full scope of work
- Drafts person/professional responsible for plans

### SITE PLAN AND FIRE SAFE DRIVEWAYS

- Grade contour lines/North arrow/scale
- House footprint that matches floor plan
- Propane and septic tank locations
- Driveway location and North arrow
- Setbacks/Distance from property lines and structures

### FOUNDATION PLAN REQUIREMENTS

- Fully dimensioned plan and scale
- Location of braced/shear walls with lengths
- Hold downs with shear wall and hold down and anchor bolt schedules
- 3X sill plates (if required)
- Under floor ventilation and access
- Pier locations and schedules
- Footing locations and sizes

### FLOOR PLAN

- Fully dimensioned with square foot summary for each occupancy type
- Location of braced/shear walls with lengths
- Hold downs and shear wall schedules
- All rooms labeled
- Fire separation between garage and house
- Fireplace type
- Ceiling height
- Window type and size
- Door sizes
- Location of water heater and furnace
- Posts and beam sizes and Locations
- Insulation R-values specified
- Extra copy for Assessor's office

### ELEVATIONS

Elevations of all four sides of structure showing the following:

- Windows

- Chimneys
- Roof pitch
- Type of exterior
- Grade and slope
- Roofing type and classification

### FLOOR FRAMING

- Floor joist size, spacing, type, species, and grade
- Beam and post sizes
- Post bases and caps and beam hangers
- Straps and drags

### ROOF FRAMING

Two copies of the manufacturers specifications if a roof truss system is to be used. Must be reviewed, approved, and signed by the project engineer if applicable.

- Truss attachment and hangers if applicable
- Rafter size, spacing, species, and grade
- Purlin size with bracing size and spacing
- Beam size, species and grade
- Framing hardware
- Post sizes and locations
- Ventilation straps and drags
- Clearly identify all bearing walls

### CEILING JOIST PLAN

- Lumber size
- Lumber species
- Spacing required
- Hangers and/or positive means of connection

### ELECTRICAL PLAN

- Smoke detectors
- Carbon monoxide detectors
- Lights and efficacy
- Switches/dimmer switches
- Occupancy sensors
- Photo sensor
- Timer switches
- Receptacle outlets
- Tamper resistant receptacles
- Arch fault circuits
- GFCI receptacle outlets at garage, kitchen, bathroom, outdoors, etc.

### FIRE SPRINKLERS (REQUIRED on all new homes)

- Fire sprinkler plans
- Hydro calculations

### ENERGY COMPLIANCE CALCULATIONS:

- Provide two copies of signed Energy Calculations
- The CF-1R shall be attached to the plans or incorporated into the plans

### TRUSS CALCULATIONS

- Two copies wet signed, and letter of compliance from engineer of record

### STRUCTURAL DETAILS

- Slab and/or raised floor details, shear transfer, deck ledger and flashing
- Guardrails with height and spacing
- Stairs with minimum tread and maximum riser
- Post and beam connection



## GENERAL INFORMATION

This is a general review of the procedures and requirements for obtaining a building permit for a single family dwelling in Placer County. Contact Building Services for information on additions or other supplemental permits. Plan approximately 3 to 6 weeks for your project review/permit issuance

In the Tahoe Basin, permit issuance is subject to the rules and regulations of the Tahoe Regional Planning Agency (TRPA). Please contact Tahoe Building Services for further information.

### BUILDING CODES IN EFFECT

Placer County currently enforces the most current California Building Standards Code, T24, parts 2.5-11, local regulations as contained in Chapter 15 of the Placer County Code, as well as pertinent requirements of State law. Copies of these codes are available for review at Building Services or online at [www.placer.ca.gov/departments/communitydevelopment/building/building-codes](http://www.placer.ca.gov/departments/communitydevelopment/building/building-codes) Please contact Building Services for the codes in effect prior to starting your design.

### APPLICATION AND PERMIT FEES

Fees for all permits are based upon the level of service, or work, required to process, evaluate and/or inspect your project. You should contact our front counter technicians for a fee estimate at [CDRCOUNT@placer.ca.gov](mailto:CDRCOUNT@placer.ca.gov)

### SCHOOL/FIRE FEES

All additions or conversions to habitable space over 500 sq. ft. and new residences will require payment of a state mandated school developer fee. Contact your local districts regarding their current fee. For a list of district please contact a front counter technician at [CDRCOUNT@placer.ca.gov](mailto:CDRCOUNT@placer.ca.gov). A certificate from your local elementary and high school district is required by Building Services prior to permit issuance.

At the present time, fire districts require fees paid to be prior to permit issuance for any square footage (including garage/storage, basement and/or any enclosed area). Some of the Districts may require plans and/or a site evaluation. Check with the Building Services to determine if these fees apply to your project. For a list of the districts please contact a front counter technician at [CDRCOUNT@placer.ca.gov](mailto:CDRCOUNT@placer.ca.gov).