COUNTY OF Placer
COMMUNITY DEVELOPMENT RESOURCE AGENCY

Building Services Division

POLICY

RECORD RETENTION

Issued: 11.30.21
Revised:
Approved: Timothy Wegner
Timothy Wegner (Dec 1, 2021 18:55 PST)

Purpose

Document retention is an important aspect of the services offered to the public. Lenders, owners, and buyers seek information relative to the approval of structures on public and private land. Maintaining records that clearly demonstrate the approved work is critical. The following policy is intended to clarify the State law and the County's related practice to capture and record permit information.

Analysis

Application: The current practice is to destroy any file material after a permit application has expired.

Permit Issued: The State Health and Safety Code (HSC), Section 19850 requires the Building Service Division to retain construction drawings/plans for the life of the building. HSC makes an exception for the following types of buildings (provided they are not part of a "Common Interest Development"):

1. Single and multiple dwellings not more than two stories and basement in height.
2. Garages and other structures appurtenant to buildings described in item 1 above.
3. Farm or ranch buildings.
4. Any one-story building where the span between bearing walls does not exceed 25 feet - except for steel frame or concrete/masonry buildings whose plans must be kept in all cases for the life of the building.

"*Common Interest Development*" means any of the following:

- A community apartment project: A development in which an undivided interest in land is coupled with the right of exclusive occupancy of any apartment located thereon.
- A condominium project: A real property development consisting of condominiums
- A planned development: A real property development other than a community apartment project, a condominium project, or a stock cooperative, having either or both of the following features:
    - Common area that is owned either by an association or in common by the owners of the separate interests who possess appurtenant rights to the beneficial use and enjoyment of the common area.
    - Common area and an association that maintains the common area with the power to levy assessments that may become a lien upon the separate interests

- A stock cooperative: A development in which a corporation is formed or availed of, primarily for the purpose of holding title to, either in fee simple or for a term of years, improved real property, and all or substantially all of the shareholders of the corporation receive a right of exclusive occupancy in a portion of the real property, title to which is held by the corporation.

Policy

The purpose of this policy is to establish the practice of retaining or destroying building permit documents once the application or permit has expired, or when the project is complete. The project file contents can be scanned and recorded into the County's electronic record system and the original file contents discarded. Use the following guidelines as to what information will be retained and what will be purged.

Permit Application

- Expired: Construction drawings, calculations, notes, and supporting documents may be destroyed ninety (90) days after the permit application has expired. Staff shall attempt to contact the applicant one-time for the purposes of document and construction drawing retrieval prior to destruction. A note shall be placed in Accela when such contact attempt occurred.
- Issued: Application documents including owner/builder declarations and worker's compensation information shall be retained indefinitely. All applications shall be completed fully including the owner/representative's signature.

Permit Issued/Final Inspection/Certificate of Occupancy Issued

Buildings that qualify under the State's exemption captured in the analysis above shall retain all construction drawings and associated calculations, notes, and supporting documents for one-hundred and eighty (180) days after final approval/certificate of occupancy has been granted. (Note: in situations where litigation is pending or active, and the file is so marked, plans are not to be destroyed until approval is obtained from the Chief Building Official).

One-hundred eighty (180) days after the project has been completed the following items shall be scanned and kept as a permanent record. Record retention is extended to (360) days for all TRPA labeled permits. In the event of discrepancy or a file item not specifically mentioned here, a Building Manager or the Chief Building Official shall make a determination as to whether the document will be scanned and retained or discarded. Duplicates can be discarded.

- <u>RESIDENTIAL/AG</u>
  The below list will apply to residential structures including accessory structures and appurtenances to residential living units.
  - Permit Application.
  - Issued building permit.
  - Non-electronic Construction Drawings:
    - Approved and stamped Site plan.
    - Approved and stamped Floor plan (as-built).
    - Approved Elevation plan (all sides).

- Electronic Construction Drawings:
  - Retain the entire approved final set.
- Approved project engineering/truss calculations.
- Any certificates such as Class A roof, stucco, insulation, PEX, WardFlex, and similar documentation.
- Any letters, field notes, or other documents stamped with the word "SAVE" on them.
- Any special inspection forms or documentation if completed and signed.
- All Structural Observation letters.
- Any Geotechnical or Soils Reports for the project.
- Agricultural exemption form for AG building on 10 acres or more.
- Any Contractors As-Built letters with name of Contractor, Company and License Number.
- Recorded 433A and Certificate of Occupancy on Manufactured homes on permanent foundations.

In addition to the above for residential construction 3 stories, or more, in height, span between bearing walls is more than 25 feet, and steel framed structures:

- Structural Calculations.
- Truss Calculation if engineered roof.
- Entire set of approved plans.

- <u>COMMERCIAL/INDUSTRIAL</u>
  The below list will apply to commercial and industrial structures and all accessory structures and appurtenances associated with commercial construction.
  - Permit Application.
  - Issued building permit.
  - Approved Site Plan.
  - Full set of Approved and Signed Plans (As-Builts). The most recent date shall be retained and all others can be discarded.
  - Approved Fire Sprinkler Plans approved by the local Fire Authority.
  - Geotechnical or Soils Reports for the project.
  - Certificates such as Class A roof, stucco, insulation, PEX, WardFlex, and similar documentation.
  - Letters, field notes, or other documents stamped with the word "SAVE" on them.
  - Any special inspection forms or documentation if completed and signed.
  - Structural Observation letters.
  - The most recent dated Structural Calculations.
  - The most recent dated Truss Calculations.
  - Any Contractors As-Built letters with License Number.
  - Certificate of Occupancy.

- <u>TAHOE REGIONAL PLANNING AGENCY</u>
  - Maintain Blue File Contents including:
    - TRPA IPES modification letters.
    - TRPA site assessment/results.

- TRPA temp and permanent BMP Site Plans if applicable along with any coverage calculations.
- TRPA permit.
- TRPA allocation.
- TRPA final security release letter.

EXPIRED PERMITS

The below list will apply to all structures and appurtenances.

- Expired permits that have no recorded inspections associated with the permit, permanently record the following into the County's electronic record system for future retrieval, discard the remainder:
    - Permit Application.
    - Issued building permit.
    - Approved and stamped Site plan.
    - Approved and stamped Floor plan (as-built).
    - Approved Elevation plan.

- Expired permits where inspections have been performed. The following documents shall be marked expired and permanently recorded into the County's electronic record system for future retrieval:
    - Follow the "permit issued/final inspection/certificate of occupancy issued" procedures above for the type of permit and retain the outlined records.

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