



**CITY OF SAUSALITO
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
420 LITHO STREET SAUSALITO CA 94965
PH: (415)289-4128 / FAX: (415)339-2256
www.ci.sausalito.ca.us**

**BUILDING PERMIT SUBMITTAL REQUIREMENTS & PROCEDURES
Updated February 7, 2014**

BUILDING PERMIT REQUIREMENTS

A separate permit must be obtained for each building or structure before it can be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished. (Click [here](#) for exempted work)

APPLICABLE CONSTRUCTION CODES

The California Building Standards Commission has adopted the following construction codes, which are effective in the City of Sausalito.*

- 2013 California Building Code
- 2013 California Plumbing Code
- 2013 California Mechanical Code
- 2013 California Electrical Code
- 2013 California Energy Code
- 2013 California Residential Code
- 2013 California Green Building Standards Code

* See Building Standards Information [Bulletin 13-07](#) for effective dates of specific provisions of the 2013 California Building Standards Code.

In addition, the 2013 California Fire Code with local amendments adopted by [Ordinance No. 1215](#) is effective in the City of Sausalito.

SUBMITTAL REQUIREMENTS

Application Please complete the applicant portion of the Building Permit Application. All information must be legible and complete.

Numbers Of Plan Sets Generally, seven sets of construction plans are required. The seven sets allow concurrent plan check by building, planning, engineering, sewer, and fire safety staff. On minor construction projects fewer sets of construction plans may be submitted. Contact the Building Division staff at (415) 289-4128 to see if your project is eligible to submit fewer than seven sets of construction plans.

Scale/Size Of Plans All plans must be drawn on with a minimum scale of 1/4" per foot, except for the site plan which may be drawn with a minimum scale of 1/8" per foot. All plan sheets must be the same size, with a maximum sheet size of 24" X 36" and minimum sheet size of 11" X 17".

Information Required On Each Page of the Plans

1. Job Address.
2. Assessor's Parcel Number.
3. Owner's Name.
4. Signature of Person Preparing the Plans.
5. Signed "Wet" Stamp of Architect and/or Engineer.
6. Scale.

Information Required On Permit Documents

1. The scope of the work must be shown in a clear and concise manner. Provide only information that is pertinent to the scope of the project.
2. Floor plan of each level, label all rooms.
3. Site plan including:
 - a. Outline of parcel, with dimensions.
 - b. Contour lines, showing elevation changes on the property.
 - c. North arrow.
 - d. Names of abutting streets.

- e. The outline of existing and proposed buildings/additions, with dimensions.
 - f. List of codes in effect at the time of submittal.
 - g. Driveway and other hard surface parking areas.
 - h. Location of building sewer, septic tank and leach fields.
 - i. Location of existing electrical meter/service equipment, label amperes and whether existing service is overhead or underground.
 - j. Site drainage, conveyance system, and termination.
4. Survey.
 5. Erosion control plan (erosion control must be in place October 15 through April 15 or whenever it is raining).
 6. Building elevations.
 7. Complete structural drawings including foundations, floor, roof, deck, and wall framing plans.
 8. Roof/floor truss layout plan with calculations.
 9. Cross sections and details to sufficiently clarify all construction.
 10. Fireplace details or manufacturer's installation instructions.
 11. Stairway, handrail and guardrail details.
 12. Size, opening and type of glass windows and skylights.
 13. Location of electrical panels, switches, outlets and types of lights.
 14. Plumbing fixtures.
 15. Details of heating equipment (size, location and type of fuel).
 16. Compliance with the California Energy Commission requirements (Energy Calculations) CF-1R and MF-1R (from Energy Calculations) on plans and in booklet form.
 17. Fire sprinkler plans and calculations.
 18. Any information necessary to describe the work and show that it will conform to the provisions of the codes, ordinances, and regulations adopted by the City of Sausalito.
 19. Complete existing condition plan.

Specifications, Calculations, Reports (Minimum of 2 copies required)

Specifications, engineering calculations, Certified Accessibility Specialist (CASP) reports, soil investigation reports, special inspection and structural observation programs and other related data (as applicable).

BUILDING PERMIT FEES

The fees for obtaining building permits are collected in two stages.

- Submittal of Application for Construction Permit. Plan check fees and Zoning Permit fees are collected by the Building Division. If the application also requires plan check review by the Southern Marin Fire Protection District, additional fees for the Fire District are collected by the Building Division.
- Issuance of Construction Permit. Fees include Building Permit fee, Electrical Permit fee, Plumbing Permit fee, Mechanical Permit fee, Title 24 Energy plan check fee, California Seismic fee, California Building Standards Commission surcharge, Construction Road Impact fee for road improvements, Construction Tax, Plan Storage, and (when required) consultant fees. Other fees may include an Encroachment Permit fee and a Grading Permit fee.

If work is started prior to the issuance of a Building Permit, an investigation fee is collected which is equal to the estimated Building Permit Fee. A penalty equal to twice the building permit may also be charged. An Administrative Citation may also be issued.

[Building Division Fee Schedule](#)

[Fire Protection District Fee Schedule](#)

CONCURRENT PLAN CHECK PROCEDURE

Prior to submitting plans, Applicants are advised to:

- Consult with the Permit Technician to determine if the project involves minor construction and if fewer than seven plan sets are required.
- Consult with the Planning Division to ensure the project is consistent with zoning requirements.

Following submittal of the application forms, plans, permit documents, and fees to the Community Development Department, the actions listed below occur. These actions reflect the Concurrent Plan Check process instituted on September 1, 2012. Click [here](#) for a flow chart of the Concurrent Plan Check Procedures.

- The Permit Technician routes the plans for concurrent review by the:
 - o City's consulting plan check firm to ensure compliance with the California Construction Codes;
 - o Planning Division to ensure compliance with the Zoning Ordinance;
 - o Engineering Division and the Sewer Coordinator to ensure compliance with Public Works Standards; and
 - o Fire Protection District to ensure compliance with Fire District standards.

The reviewers are allotted 10 working days to provide written comments and/or corrections to the Permit Technician.

- Following receipt of comments and/or corrections from the above reviewers, the Permit Technician forwards the written comments to the Applicant.
- The Applicant provides a response letter addressing each comment, a completed [revision/response form](#), and the appropriate number of revised plans. The revised plans must notate the changes on the plans with bubbles. (Only the most recent changes should be bubbled; bubbles must be removed from previous changes.)
- The Permit Technician routes the revised plans and response letter to the reviewers for concurrent review to ensure all comments and/or corrections have been fully addressed. The reviewers are allotted 5 working days to provide written comments and/or corrections to the Permit Technician for the second and subsequent reviews.
- If the revised plans fully address all comments, corrections, and code requirements, the plans will be stamped for approval. If the revised plans do not fully address all concerns, written comments are returned to the Applicant for revisions as described above.
- The Permit Technician will issue the Building Permit after all reviewers determine the revised plans fully address all concerns, the plans have been stamped for approval, and all applicable items listed below under "Prior To Issuance" have been satisfied.

PRIOR TO ISSUANCE

The following items must be satisfied prior to issuance of a Building Permit (some or all may apply to your project):

- Signed Business & Professions Code statement and verification of type and expiration date of contractor's license.
- Worker's Compensation Declaration signed (and verification of a valid Certificate of Worker's Compensation).
- [Owner-Builder Declaration](#) signed and verification/listing of contractors to be working on the project.
- A Recycle Management Plan should be obtained. (It must be submitted prior to the final inspection.)
- A sewer lateral video must be submitted for review by the Sewer Coordinator in any of the following situations: (*See [Sewer Video Guidelines, Mandatory Requirements & Submittal Form](#) & [Sewer Systems Information](#) for details*)
 - o When cumulative improvement projects total valuation exceeds \$50,000 over past three years;
 - o When improvements trigger an increase in the size of the water meter;
 - o When property is sold; or
 - o When the City Engineer determines an exceptional situation exists.
- Job Number (aka, J#) from the Bay Area Air Quality Management District for project involving:
 - o Demolition of a structure load-bearing member;
 - o Raising a structure to install a new foundation; or
 - o Work involving a fire-damaged structure.

If construction activities may involve the release of asbestos, Applicants are advised to contact the Bay Area Air Quality Management District to ensure compliance with applicable regulations.

EXPIRATION OF PERMITS

Permits expire by limitation and become null and void if the work authorized is not commenced within 180 days from the date of permit issuance, or if the work authorized is suspended or abandoned at any time for a period of 180 days after the work is commenced.

EXEMPTED WORK

Building Permit is not be required for the following:

- a) One-story detached accessory structures used as tool and storage sheds, play houses and similar uses, provided the floor area does not exceed 120 square feet. (Please note the [Planning Division](#) has additional Zoning requirements that may affect the placement or use of accessory buildings.)
- b) Fences not over 6 feet high.
- c) Non-fixed and movable fixtures, cases, racks, counters, and partitions not over 5 ft 9 inches high.
- d) Retaining walls which are not over 4 feet high 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.

- e) Sidewalks and driveways not more than 30 inches above grade, not over any basement or story below and are not part of an accessible route. The Planning Division has additional Zoning requirements that may affect the placement or use of these structures.
- f) Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
- g) Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Groups R-3 and occupancies.
- h) Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, do not exceed 5000 gallons and are installed entirely above ground.
- i) Swings and other playground equipment accessory to detached one- and two-family dwellings.

Separate plumbing, electrical and mechanical permits will be required as applicable for the above exempted items.

Exemption from the permit requirement of City Codes shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of Construction Codes or any other laws or ordinances of the City of Sausalito.

INSPECTION REQUESTS

Inspection requests should be made on the 24 hour Inspection Request Line at (415) 289-4100 ext. 811. Callers will need to provide the job address and permit number. Generally, inspections for requests made prior to the 7:30 a.m. deadline will be performed the same day. Inspection requests made after 7:30 a.m. will be performed the following inspection day. Inspections are performed on Mondays, Wednesdays, and Thursdays.

HOLDS

Some permits may be issued with "Holds." Holds are stipulated by different agencies and the holds must be met prior to various stages of construction. Holds may be placed by the Planning Division, Building Division, Fire Prevention Officer, County Environmental Health Services, and the Sausalito-Marín City Sanitary District. A "Close-In Hold" means that Building Division will not inspect the rough framing, plumbing, electrical, or mechanical component on a project until the requesting entity has released the hold. It is the responsibility of the permit holder to be aware of all holds and to be sure that the holds are released prior to requested inspections.

LOCATION & OFFICE HOURS

The Building Division is located at the Community Development Department, 420 Litho Street, Sausalito. Office hours are from 7:30 a.m. to 4:30 p.m. on Monday, 7:30 a.m. to 5:00 p.m. Tuesday through Thursday, and 7:30 a.m. to noon on Friday.

REVIEW BY OUTSIDE AGENCIES

The Applicant is responsible for submitting plans to outside agencies (e.g., Southern Marin Fire Protection District, Marin Municipal Water District, County Environmental Health Services, Sausalito-Marín City Sanitary District, Bay Conservation and Development Commission), which may require review and approval of the project.

USEFUL PHONE NUMBERS

- Building Division (415) 289-4128
- Planning Division (415) 289-4128
- Engineering Division (415) 289-4111
- Department of Public Works (415) 289-4113
- Southern Marin Fire Protection District (415) 388-8182
- Marin Municipal Water District (415) 945-1455
- Marin County Environmental Health Services (415) 473-6907
- Sausalito-Marín City Sanitary District (415) 332-0244
- Bay Conservation and Development Commission (415) 352-3600
- Bay Area Air Quality Management District (415) 771-6000
- California State Contractor's License Board www.cslb.ca.gov (800) 321-2752