



CITY OF BELVEDERE

DOCUMENTS AND REQUIREMENTS FOR BUILDING PERMITS

Three sets of plans are required for all new structures, additions, most remodeling work and some repairs. Homeowner or contractor drawings may be acceptable for minor work. By State law, anyone submitting must sign them and licensed design professionals must also stamp them.

Drawings must be on a maximum sheet size of 24" x 36" and fully dimensioned or drawn to scale. They must also include at the least: the scale used; sheet number; date of drawing; number and date of any revisions; name, address, and phone number of person preparing plan; address of project and description of work depicted on drawing.

The type of drawing required depends on the project. Obviously, for a new structure a full set of plans including at least site, foundation, floor plans, elevations, sections and details would be required. This is true also for significant additions or remodels. Three complete sets of plans are required.

Two sets of structural engineering calculations are required when the building department requires structural drawings. This requirement is always made when the nature of the work falls into the realm of "unconventional construction," as defined by the Building Code, which is very common in modern building design. Certain other factors may also mean that the building official will require structural drawings and calculations, usually because of geological conditions, site locations or some individual design feature.

A geotechnical report is required by the City for new structures, substantial alterations of existing foundations, any time caissons are used, when any work occurs on slopes of 40% or more, for work around the Lagoon, and anytime the Building Official determines there are unusual site conditions involved in a construction project.

Energy documentation is mandatory for all new construction that increases floor area and volume. "Mandatory features" are always required for any new work on existing buildings and must be shown on the plans. Two signed copies of documentation and calculations are required with Form CF-1R CERTIFICATE OF COMPLIANCE and MF-1R MANDATORY MEASURES copied onto the plans.

Plan Check: Building permit applications are divided into three categories that determine the plan check turn-around. For simple kitchen and bathroom remodels either approval or plan check comments will be provided in one day. For simple additions and alterations, where review by the Planning Department is required, either approval or plan check comments will be provided within ten working days. For complex projects, plan on twenty working days. Resubmittals are checked within ten working days.