Guide to Building Permits & Inspections in Merced County (unincorporated areas)

Department of Public Works
Building and Safety Division
2222 M Street, 2nd Floor
Merced CA 95340

Phone: (209) 385-7477 Fax: (209) 385-7302

http://www.co.merced.ca.us/
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Our Mission: To provide professional and friendly service, assure compliance with State and Federal mandated standards, (including FEMA) and County Building Regulations to safeguard "Life or Limb, Health and Public Welfare" in building construction within the unincorporated areas of Merced County. We will continue to improve our customer service by incorporating the latest technology and customer service into our office and field functions.

The Division was formally established under the Department of Public Works by the Board of Supervisors (effective September 1, 1968) to comply with state regulations.

The Purpose of this publication is to provide the information necessary to guide you through the building permit process as quickly and easily as possible. Although it is not all inclusive this document is intended to be comprehensive and easy to follow. If you need further assistance or have any questions, we invite you to call us, e-mail or visit our office. We will also include other important contact sources which may be useful or necessary to complete your project.

Do I Need A Permit?

One of the first considerations is to determine whether a building permit is required for your project. The basic rule of thumb is that all new construction, remodel, additions, alterations, repairs, improvements, conversion of use, electrical, plumbing or mechanical work, or demolitions require a building permit. This sounds all inclusive but there are many exceptions, generally involving minor repairs to existing systems, listed in the administrative sections of the Building, Plumbing, Mechanical and Electrical Codes as well as the County Building Ordinance. Attachment #1 includes a list of all types of projects that are exempt from building permits. Remember, if it is not specifically exempted, a permit is required.

PERMITS: The following will explain the Building Permit process, which consists of the Permit Application, the Plan Check, Permit Issuance and Inspections. No matter what your project consists of, the process is relatively simple, and our staff is available to help you should you encounter any problems along the way. We have handouts available in the office and on our web site to assist you as well.

Permit Application

Building and Safety Division: ***Important Note:*** With a few exceptions, only a Property Owner, or a Licensed Contractor may apply for and obtain a Building Permit, in accordance with state law. Building Permits in Merced County are issued through a computerized permit tracking system eliminating the need for paper applications. Our Permit Technicians will ask you the questions necessary to begin your application and they will enter that information into the computer. Be sure you bring the following information when you come in to apply for your building permit: Property Owner's Name, Property Address, Contractor Information

(Contractor's Name, License and Bonding), Project Valuation, Size, Proposed Use and Type of Structure) (See Attachment #2). Your plans and submittal documents will receive a cursory review to insure they are complete and a tracking number will be assigned.

Planning and Community Development Department: After receiving your tracking number (Building Permit Application Number), you will be immediately referred to Planning (located adjacent to the Building and Safety office) for zoning approval of your project. Should you require special approvals, such as Conditional Use Permits (CUP) or Administrative Permits (AP), or Plot Plan Approval, Planning staff will inform you of requirements and guide you through this process. Planning staff will also determine if your structure is located in a flood zone, which may greatly affect your project. After Planning approves the zoning aspects of your project, you will be directed to return to the Building and Safety Division counter for further processing.

Plan Check

Building and Safety Division: After receiving Planning approval, the Building and Safety Division will collect a Planning Dept. fee and the Building Plan Check fee, and receive your plans for review. Plans will be reviewed by Building and Safety Division staff and routed to Roads Division, Environmental Health Division and the Fire Department for concurrent review, as necessary.

> **School fees:** You will also receive forms to submit to pay any school fees and be directed as to where they are to be paid. ***Each school district establishes their own fee schedules in accordance with provisions of the California Education Codes, and Merced County has no control over the establishment or collection of these fees, or in making determinations as to which projects are exempt from such fees***. You must provide an original signed clearance from the school district when you return for your permit (there is no need to make a special trip).
>
> **Can and Will serve letter:** If you live in an area that is served by a water and/or sewer district, you must submit a wet-signed commitment from the district to provide you with their sewer and/or water services when you return for your permit (there is no need to make a special trip). If you are not in a sewer district, we will route your plans to the Environmental Health Division for review of your septic system.

The initial plan checks are completed within 3-6 weeks of receipt of complete plans and documents (see Attachment #3). Please be sure to submit complete plans and documents to avoid delays in the plan check process, which may holdup the start of your project. After the initial plan check is complete, if there are no corrections required, you will receive a call informing you that a permit can be issued; if corrections are required, plan check is suspended until corrected plans and/or documents are re-submitted to this office. Subsequent plan checks may require up to an additional two weeks to complete, depending on work loads.

Permit Issuance

When your plans are approved, and you have paid ***all required fees*** (see Attachment #11), a permit will be issued and you will receive the approved "job copy" of the plans and your permit card. ***Note: It is very important to have these approved plans and the permit card on the job site and available to the inspector for all inspections.***

Some building permits can be issued over the counter on the same day: If no plans are required and no review is necessary from other departments, an over the counter permit may be issued at the time of your initial visit. Typically this would include: re-roofing with similar materials; electrical service changes, gas service changes, electrical services for pumps; replacements of windows, water heaters and HVAC systems of the same size and type; and stucco or re-siding of an existing structure.

Inspections

Inspection requests must be made prior to 4:00 PM, the business day before the inspection is needed. Please call (209) 385-7477 and provide the Permit number and type of inspection desired. You may request inspections more than one day in advance if needed. It is important that the inspector has access to the areas where inspection is needed, and the permit card and job copy of plans must be at the job site and available to the inspector. Generally, the inspectors will set up their routes each day to make the most efficient use of their time, since they must often drive 100 miles or more each day. Because of the long drives, and the numerous inspections, it is difficult to provide inspections at specific times; however, you may call the inspector on the day of your requested inspection, between 8:00 AM - 8:30 AM, and ask if he/she can accommodate a special time to fit your schedule (please understand it is not always possible for the inspector to change his/her route, depending on number of inspections and travel distances on a particular day). We have included a general list explaining the order of required inspections for many projects (see Attachment #4), and a more detailed sheet outlining the basic items to be inspected at each of the major inspections (see Attachment #5).

Final Inspection: Be sure that you or your contractor has requested a final inspection after completing your project (***the Property Owner is ultimately responsible for insuring that a final inspection is passed, and a Certificate of Occupancy is issued, prior to occupancy or use of a building or any portion thereof***). After you have received a Final Inspection, you may then begin to use your building under the terms and conditions for which the permit was issued. Please retain your permit records for future reference as proof that the project was completed and inspected in accordance with the codes in effect at the time of construction. If you want to perform additional work after the permit is finaled, or you want to change the use or occupancy of the building, a new building permit will be required.

Miscellaneous Projects:

Mobile Homes

Mobile Homes follow the same basic steps as for a conventional home: permit application, plan check, permit issuance and inspections. The major difference is that the plans are limited to the foundation system, hold-down system, site plan and the basic floor plan (one-line drawing floor plan is sufficient). The foundation system may be a state approved system or you may choose to have a system designed by an architect or engineer of your choice. Please see attachment #6 for specific plan requirements, and see attachment #7 for required inspections.

Swimming Pools

Swimming Pools also follow the same basic steps of permit application, plan check, permit issuance and inspections. Plans are limited to a site plan, showing the location of the pool, all pool equipment and an outline of adjacent structures, and an engineered set of plans detailing the pool construction. If you plan to put decorative rocks, waterfalls or slides, be sure your plans include these items, and that the pool walls were designed to support their weight. See attachment #8 for required inspections.

House Moves

In order to move a structure within or into the County for re-use, a pre-move inspection must be obtained from the Building & Safety Division office to determine whether the building is suitable for re-use, and the Planning Department must determine that the proposed use of the building is compatible with the zoning at the proposed new location. Plans are required for the foundation, a basic floor plan, and plans detailing any changes or alterations to the building. See attachment #9 for a more detailed explanation of the steps to obtain a house move permit. A bond is required for all house move projects. The bond is required to be in the amount of the total valuation of work estimated to bring the building into compliance with the Codes for the intended use. See attachment #10 for acceptable types of bonds for Merced County.

Questions or Problem Resolution: We want to make your experience with our Division a pleasant one, so please make sure and ask for help if you do not understand the process, or have specific questions. If you have any questions or encounter any problems during the building permit process, please refer your questions, or seek resolution of your problem by contacting our staff, in the following order (all Building and Safety Division staff can be reached at 209-385-7477):

Building Permit Assistant or Staff Services Assistant: To resolve questions regarding permit fees charged by the Building and Safety Division; to determine if your permit is ready to be issued; scheduling of inspections; requests for general information and copies of documents. Please call (209) 385-7477.

Building Inspector or Plan Checker: To resolve questions or receive clarification if you have received a letter or notice of correction directing you to correct code violations or submit revised documents, please contact the inspector or plan checker who wrote the letter or notice. To arrange special times for inspections requested the previous day, call on the day of inspection from 8:00 AM - 8:30 AM (Building Inspectors are only available in the office from 8:00 AM - 8:30 AM and 4:00 PM - 5:00 PM). Please call (209) 385-7477.

Lydia Clary, C.B.O., Supervising Building Inspector: If your questions have not been satisfactorily answered by staff listed above, or your inspector was unavailable, or you have a complex code question or need assistance with a complex problem; or have questions about the building inspection process, please feel free to contact me at (209) 385-7477 or e-mail: mailto:LClary@co.merced.ca.us.

Richard S. Graves, C.B.O., Deputy Building Official: If the Supervising Building Inspector has been unable to resolve your problem, you need a Code Interpretation, have questions or comments about Building and Safety Division policies or procedures, general comments or suggestions, or you need assistance with a complex problem, please feel free to call me at (209) 385-7477 or e-mail to mailto:rgraves@co.merced.ca.us.

Paul Fillebrown, Director of Public Works / Richard Schwarz, Assistant Director: If Richard Graves was unable to assist you, you have questions regarding Department of Public Works policies, or general comments or suggestions, please feel free to call us at (209) 385-7602 or e-mail to: mailto:spaf@co.merced.ca.us or rschwarz@co.merced.ca.us .

IMPORTANT CONTACT INFORMATION:

Merced County

Public Works / Administration
715 Martin Luther King, Jr. Way
Merced CA 95340
Phone: (209) 385-7602
FAX: (209) 725-3989
Paul Fillebrown, Director
Richard Schwarz, Asst. Director

Public Works / Roads Division
715 Martin Luther King, Jr. Way
Merced CA 95340
Phone: (209) 385-7601
Fax: (209) 722-7690
Curt Royer, Deputy Director
Steve Rough, Supervising Engineer

Environmental Health Division
777 W. 22nd Street
Merced CA 95340
Phone: (209) 381-1100
FAX: (209) 384-1593
Jeff Palsgaard, Director
Keith Isozaki, Sup. Env. Health Specialist
David Block, Underground Gas Tanks

Planning & Community Dev. Dept.
2222 M Street, 2nd Floor
Merced CA 95340
Phone: (209) 385-7654
Fax: (209) 726-1710
Robert Lewis, Director
William Nicholson, Asst. Director

Fire Department
735 Martin Luther King, Jr. Way
Merced CA 95340
Phone: (209) 385-7344
FAX: (209) 725-0174
Mark Lawson, Fire Marshal

Public Works / Building & Safety Div.
2222 M Street, 2nd Floor
Merced CA 95340
Phone: (209) 385-7477
FAX: (209) 385-7302
Richard S. Graves, CBO, Deputy Building Official
Lydia Clary, CBO, Supervising Building Inspector

Air Pollution Control District

San Joaquin Valley Unified Air Pollution Control District
4230 Kiernan Ave., #130
Modesto CA 95356
Phone: (209) 557-6400
FAX: (209) 557-6475

State of California

Dept of Water Resources
3374 E Shields Ave, Rm A7
Fresno CA 93726-6913
Phone (559) 230-3317
FAX (559) 230-3301
Edward V. Perez, Engineer

State Contractor's License Board
9821 Business Park Drive
Sacramento CA 95827
Phone: 1 (800) 321-2752

Board of Engineers
P.O. Box 349002
Sacramento CA 95834-9002
Phone: (916) 263-2222
FAX: (916) 263-2246

Building Standards Commission
1130 K Street, Suite 101
Sacramento CA 95814
Phone (916) 263-0916
FAX: (916) 263-0959

Cal-OSHA
455 Golden Gate Ave, 10th Floor
San Francisco, CA 94102
Phone:(415) 703-5100
FAX: (415) 703-5135

California Energy Commission
Media and Public Communications Office
1516 Ninth Street, MS-29
Sacramento, CA 95814-5504
Phone: (916) 654-4989
FAX: (916) 654-4420

Board of Architects
400 R Street, Suite 4000
Sacramento CA 95814
Phone: (916) 445-3393
FAX: (916) 445-8524

Housing and Community Development
1800 Third Street
P.O. Box 952050
Sacramento CA 94252-2050
Phone: (916) 255-2501

Calif. Environmental Protection Agency
1001 I Street, 25th Floor
Sacramento CA 95814
Phone: (916) 445-3846
FAX: (916) 445-6401

Cal-Trans - District 10
1976 E Charter Way
Stockton CA 95201
Phone (209) 948-7977

Federal Government

Federal Emergency Management Agency
Building 105, Presidio of San Francisco
P.O. Box 29998
San Francisco CA 94129-1250
Phone: (415) 923-7100
FAX: (415) 923-7112

Environmental Protection Agency
75 Hawthorne Street
San Francisco CA 94105
Phone: (415) 744-1500

Incorporated Cities in Merced County
(Building Department)

City of Atwater
750 Bellevue Rd
Atwater CA 95301
Phone: (209) 357-6340
FAX: (209) 357-6302

City of Gustine
682 3rd Ave, P.O. Box 16
Gustine CA 95322
Phone: (209) 854-6471
FAX: (209) 854-2840

City of Los Banos
520 J Street
Los Banos CA 93635
Phone: (209) 827-7000
FAX: (209) 827-7006

City of Dos Palos
1546 Golden Gate
Dos Palos CA 93620
Phone: (209) 392-2175
FAX: (209) 392-2801

City of Livingston
1416 C Street
Livingston CA 95334
Phone: (209) 394-8041
FAX: (209) 394-4190

City of Merced
678 W 18th Street, 2nd Floor
Merced CA 95340
Phone: (209) 385-6861
FAX: (209) 325-8775

Water and Sewer Districts (Locations to Pay Sewer and Water Fees)

Delhi Water District
9738 Stephens St.
Delhi, CA
(209) 632-8777

Franklin Water District
2115 N. Drake Avenue
Merced CA
(209) 723-1353

Le Grand Water District
13038 E. Jefferson, Le Grand, CA
(209) 389-4173

Santa Nella Water District
13193 S. Highway 33, Suite D
Santa Nella, CA
(209) 826-0920

Meadowbrook Water Co
2272 Meadowbrook Ave
Merced, CA
(209) 722-1069

Dos Palos Water:
Midway Community Services District
21476 S. Reynolds Avenue,
South Dos Palos, CA
(209) 392-3651

Hilmar Water District
8319 Lander Avenue, Hilmar
(209) 632-3522

Planada Community Services District
103 N. Live Oak, Planada, CA
(209) 382-0213

San Luis Water District
1015 Sixth Street
Los Banos, CA
(209) 826-4043

Winton Water & Sanitary Dist
6951 Winton Way, P.O Box 970
Winton, CA 95388-0970
(209) 358-2367 fax (209) 358-3253

School Districts (Locations to pay School Impact Fees)

SCHOOL DISTRICT	LOCATION TO PAY FEES
Atwater 1601 Grove Avenue Atwater, CA 95301 (209) 357-6100	**Merced Unified High School District** 3430 'A' Street, (Castle, Bldg. 37) Atwater, CA 95301 (209) 385-6448
Dos Palos Union Elementary 2041 Almond Street Dos Palos, CA 93620 (209) 392-6101	**Dos Palos Union Elementary** 2041 Almond Street Dos Palos, CA 93620 (209) 392-6101
Delhi School District 9716 N. Hinton Delhi, CA 95315 (209) 668-6130	**Delhi School District** 9716 N. Hinton Delhi, CA 95315 (209) 668-6130
Gustine Unified Schools 1500 Meredith Gustine, CA 95322 (209) 854-3784	**Gustine Unified Schools** 1500 Meredith Gustine, CA 95322 (209) 854-3784
Hilmar Unified Schools 7807 Lander Ave. Hilmar, CA 95324 (209) 667-5701	**Hilmar Unified Schools** 7807 Lander Ave. Hilmar, CA 95324 (209) 667-5701
Le Grand Elementary 13071 E. Le Grand Rd. Le Grand, CA 95333 (209) 389-4515 *(MUST ALSO GO TO LE GRAND HIGH SCHOOL)*	**Le Grand Elementary** 13071 E. Le Grand Rd. Le Grand, CA 95333 (209) 389-4515
Le Grand High School 12961 E. Le Grand Rd. Le Grand, CA 95333 (209) 389-9400 *(MUST ALSO GO TO LE GRAND ELEM. SCHOOL OR PLANADA ELEM. SCHOOL)*	**Le Grand High School** 12961 E. Le Grand Rd. Le Grand, CA 95333 (209) 389 - 9400
Livingston Schools 922 B Street Livingston, CA 95334 (209) 394-3620	**Merced Unified High School District** 3430 'A' Street (Bldg 37, Castle) Atwater, CA 95301 (209) 385-6448

SCHOOL DISTRICT	LOCATION TO PAY FEES
Los Banos Unified 1717 S. 11th Street Los Banos, CA 93635 (209) 826-3801	**Los Banos Unified** 1717 S. 11th Street Los Banos, CA 93635 (209) 826-3801
Merced City 444 W. 23rd Street Merced, CA 95340 (209) 385-6600	**Merced Unified High School District** 3430 'A' Street (Bldg 37, Castle) Atwater, CA 95301 (209) 385-6448
Merced Union High 3105 G Street Merced, CA 95344 (209) 385-6558	**Merced Unified High School District** 3430 'A' Street (Bldg 37, Castle) Atwater, CA 95301 (209) 385-6448
Planada Elementary School 525 E. Brodrick St Planada, CA 95365. (209) 382-0272 *(MUST ALSO GO TO LE GRAND HIGH SCHOOL)*	**Planada Elementary School** 9525 E. Brodrick St Planada, CA 95365. (209) 382-0272
Snelling-Merced Falls P. O. Box 198 Snelling, CA (209) 563-6414	**Merced Unified High School District** 3430 'A' Street (Bldg 37, Castle) Atwater, Ca 95301 (209) 385-6448
Turlock Joint High 1574 E. Canal Drive Turlock, CA 95340 (209) 667-0632	**Turlock Joint High** 1574 E. Canal Drive Turlock, Ca 95340 (209) 667-0632
Weaver Union 3076 E. Childs Avenue Merced, CA 95340 (209) 723-2174	**Merced Unified High School District** 3430 'A' Street (Bldg 37, Castle) Atwater, CA 95301\ (209) 385-6448
Winton School 7265 W. Almond Ave. Winton, CA 95388 (209) 357-6175	**Merced Unified High School District** 3430 'A' Street (Bldg 37, Castle) Atwater, CA 95301 (209) 385-6448

Attachment #1

I. WHEN IS A PERMIT REQUIRED?

In the County of Merced, if proposed construction work is not listed as exempt in the codes or County Ordinances, it does require a permit. For clarification or additional information, visit the Building and Safety Division office at 2222 M Street, Merced, CA, or call (209) 385-7477. For information on how to secure required permits obtain a handout from this office or at our web site: www.co.merced.ca.us and click on Departments at the upper right, then Building Permits.

II. BUILDING PERMIT EXEMPTIONS

This section applies to all permits as we issue combination permits (combination building, electrical, plumbing and mechanical permits issued for single family residences and duplexes).

Note 1: Even though construction work may not require a building permit, a permit for electrical, plumbing or mechanical may be required.

Note 2: Even though construction work may not require a building permit, it is not exempt from any other County Ordinances, State or Federal Law or any other public agency requirements.

A County of Merced building permit will not be required for the following:

A. Small Accessory Buildings

One story detached accessory buildings used as tool and storage sheds, playhouses and similar uses are exempt, provided the roof area does not exceed 120 square feet, and height does not exceed 12 feet. This structure must be built in accordance with all applicable codes and **shall not** contain any plumbing, mechanical or electrical features.

B. Walls and Fences

Fences not over six feet high from grade on either side of the fence are exempt, except that masonry or concrete walls, or any retaining walls over 4' high, measured from the bottom of the footing shall require a permit. Walls supporting a surcharge are not exempt unless they are 4' feet or less in height, measured from the bottom of the footing. Even though a building permit may not required, all fences or retaining walls must be located completely on private property, including the footing and must be constructed in accordance with the Building Code. To determine where the public right-of-way ends and private property begins along a street or alley, you may need to consult an engineer or land surveyor

C. Pools, Spas and Water Tanks

Water tanks are exempt when not exceeding 5000 gallons in capacity, supported directly upon grade, and height to diameter ratio is less than or equal to two to one. Water tanks that are required for fire protection will require a permit, regardless of size. Prefabricated swimming pools and spas accessory to single family residences, duplexes or lodging houses are exempt when entirely above grade and not exceeding 5000 gallons capacity. Plumbing and electrical permits may be required. Observe all State mandated pool barrier requirements.

D. Paving, Decks and Platforms

Platforms, walks and driveways not more than 30 inches above grade, without any roof

framing elements, and not over any basement or story below are exempt. Outside paving is exempt.

Note: Any work in the public right-of-way may require an encroachment permit. Driveway curb cuts always require a permit.

E. Awnings

Some awnings accessory to single family residences, duplexes, lodging houses, or agricultural buildings, are exempt from building permits. Awnings projecting horizontally out to 54" and attached to and entirely supported by exterior walls are exempt. Window awnings are limited to 54 inch projection.

F. Temporary Structures

Temporary motion picture, television and theater stage sets and scenery are exempt.

G. Miscellaneous Accessory Structures (residential only)

Antennas supported on a roof are exempt from a building permit. Antennas on grade, not over 30 feet in height when fully extended, are also exempt. Flag poles not over 30 feet in height above finished grade, are exempt. All antenna supports and flag poles must be designed and anchored to withstand the loads imposed.

H. Interior Remodeling

The following types of interior work are exempt from a building permit. If the work is being done in a commercial building and involves a change of use (per International Building Code definition) or Occupancy of the building, a building permit shall be required. If in doubt, call (209) 385-7477 for further information.

1. Cases, counters and partitions not over 69 inches in height.
2. Painting, papering and similar finish or decorative work.
3. Installation of floor coverings.
4. Cabinet work.

I. Repairs and Replacements

Repair or replacement of roof coverings not exceeding one square (100 sq.ft.) on any building does not require a permit as long as there is not replacement of structural members such as roof sheathing or rafters. Repairs which involve only the replacement of **component parts** of existing equipment with similar materials and which do not have an aggregate value over $1,000 for labor and materials are exempt.

Note: Such repairs shall not include any addition, change or modification in construction, exit facilities or permanent fixtures or equipment.

Replacement of windows with like products and no modification to existing framing does not require a permit. When permits are required for repair or replacement, plans may be required depending on the scope of work.

J. Hospital and School Buildings

Hospital and public school buildings under the jurisdiction of the State of California are generally exempt from County of Merced building permits. However, plans may be required for off-site improvements and for road encroachment permits. Permits for school projects valued at less than $100,000 and deferred by the State of California, may be issued permits and receive inspections from the County.

III. ELECTRICAL EXEMPTIONS

Unless specifically listed in these exemptions, all electrical work in the County of Merced requires a permit. For clarification, consult the current Electrical Code or call our office at (209) 385-7477.

No permit will be required for minor work such as replacing fuses, replacing or repairing switches, circuit breakers, lamp holders, ballasts or receptacles.

Note: The replacement must be the same size and general type as the original equipment and the work must be done in accordance with the National Electrical Code.

No permit will be required for the replacement of lamps or the connection of portable appliances to suitable receptacles previously permanently installed. No permit will be required for the installation, alteration, or repair of wiring, devices, appliances or equipment operating at 25 volts or less between conductors and not capable of supplying more than 50 watts of energy.

No permit will be required for installation made by a public service corporation acting as allowed in the National Electrical Code Article 90-2. No permit will be required for the installation of remote control switching devices on privately owned appliances when such devices are installed by the servicing Gas and Electric Company or their authorized agents as part of an energy conservation program. Such installations must be approved in writing by the Building Official.

IV. PLUMBING EXEMPTIONS

Unless specifically listed in these exemptions, all plumbing work in the County of Merced requires a permit. For clarification consult the current Plumbing and Mechanical Code Supplement or call our office at (209) 385-7477.

No permit will be required for clearing stoppages, or the repair of leaks in soil, waste, or vent pipes, valves, fixtures, or replacement of exposed traps in existing plumbing systems serving lavatories, sinks, laundry trays, and/or similar fixtures. No permit will be required for the replacement of existing residential plumbing fixtures where no change in the plumbing configuration is required.

Note: If it is necessary to replace any part of the pipe with new material a permit will be required.

Water heater replacement always requires a Building permit. In case of emergency gas leak repair, it may be possible to perform the work and obtain the necessary permit the next working day.

V. HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION EXEMPTIONS

Unless specifically listed in these exemptions, all heating, ventilation, air conditioning and refrigeration work in the County of Merced requires a permit. For clarification consult the current Plumbing and Mechanical Code or call our office at (209) 385-7477.

No permit will be required for the repair of heating, ventilation, air conditioning, or refrigeration equipment.

Note: If the repair requires removal of the equipment from its installed position, or the replacement of faulty controls, valves, driers, or filters, a permit is required.

No permit will be required for the installation of temperature controls, repairing leaks, or recharging refrigeration compressors or systems. No permit will be required for the installation, servicing, or repair of ice machines (in private residences only).

Attachment #2

QUICK PERMIT WORKSHEET		
The following information is required to complete the building permit application. Incomplete or incorrect information will delay issuing the building permit (when no plans are required).		
SITE AND PROJECT INFORMATION TO BE COMPLETED BY APPLICANT		
JOB ADDRESS		CITY/ZIP
CROSS STREET		APN
OWNER'S NAME		PHONE
OWNER'S ADDRESS		CITY/ZIP
APPLICANT'S NAME (if other than owner)		
DESCRIBE WORK TO BE PERFORMED		
Valuation (must include fair market value of all materials and labor): $		
CONTRACTOR INFORMATION		
NAME		PHONE
ADDRESS		CITY/ZIP
LICENSE #	CLASS	EXPIR. DATE
WORKER'S COMP INSURANCE CARRIER		
POLICY	EXPIR. DATE	CERT. ON FILE
CONTACT PERSON		
OFFICE USE ONLY		
APPLICATION. REC'D:	DATE	TIME am/pm
NOTICE TO APPLICANT	Date Status BP#	

Attachment #3

Revised: July 18, 2008

MINIMUM PLAN INFORMATION REQUIRED FOR A BUILDING PERMIT

To help expedite the plan check process, applicants seeking advice as to what plan documents will be required in order to obtain a Building permit, should be provided with this informational hand-out developed by the Department of Public Works, Building and Safety Division and/or referred to our office for further assistance.

As per International Building Code, Title 2 of the California Administrative Code, Housing and Community Development and Title 24, California Energy Efficiency Standards, the following check list has been developed to outline the minimum information which must appear on, or accompany, all plans being submitted for review and issuance of a Building Permit.

Plans submitted to the Building and Safety Division for Building Permit application will also be reviewed by the following Departments or Agencies (plans will be routed by the Building and Safety Division to all other Departments, except the Planning and Community Development Department, adjacent to our office). Applicants may choose to hand carry plans to other Departments in order to facilitate the process.

A. Approval from the County Environmental Health Division if the project includes a private sewer system or water system, or any food services.

B. Approval of the County Planning Department is required on all building permits.

C. Approval of Fire Department is required on all commercial structures and on all structures located in the State Response Area.

D. Approval of Roads Division.

Be prepared to submit **FOUR (4) sets of plans and two complete sets of all other minimum documents for residential** and **FOUR full sets of plans + THREE additional site plans for all commercial projects** (anything that is NOT single family residential) to the Building and Safety Division office for plan check. Allow two weeks for plan check.

<u>MINIMUM PLANS:</u>

Construction drawings of your project are necessary for the Building and Safety Division to complete the plan check and permit process. Plans must be indelible reproductions, such as ozilid or blueprints, or originals on a good grade of plain white paper. Drawings shall be on appropriate sized standard sheets (example: 18" x 24", 23" x 36", or 30" x 42".) Plans for commercial projects require wet stamp and signature from a CA licensed Architect or Engineer responsible for all documents submitted, in accordance with state licensing laws.

Four (4) SETS OF PLANS are required for residential construction (**FOUR (4) full sets + THREE (3) additional site plans for commercial** projects), along with two (2) sets of energy calculations, engineering calculations and other documents. Once approved, a set of plans will be returned to you. The approved plans and permit card shall be kept at the job site at all times.

The following list indicates the minimum drawings, details and/or information required for all basic structures, a new house or a major remodeling job.

A. SITE (PLOT) PLAN, Scale 1" = 10' or 20' or 1/16" = 1' or 1/8" = 1':

1. The first sheet must indicate all of the following: Owner's or Builder's name; project address and assessor's parcel number; the square footage of each occupancy (i.e. dwelling, garage, covered porch/patio, etc.) and, if residential, the number of bedrooms.

2. Entire property with dimensions of boundaries, North arrow, frontage street and name of same.

3. Show setback dimension from property line, street S/W line or street centerline.

4. Location of existing structures and proposed structure or addition, with dimensions and distances from property lines.

5. Location of utility services such as water, gas, well, sewer lines and/or private sewer system and electric service.

6. Locate and dimension all right-of-ways or utility easements on property.

7. Give site elevations at corners of lot or approximate grade lines to assure surface drainage away from proposed structure (minimum of ten (10) feet around entire structure).

8. Show minimum floor elevations above centerline of street and adjacent grades within ten (10) feet.

B. FOUNDATION PLAN, Scale 1/4" = 1' or 1/8" = 1 :

1. Include soils report and detail all soils report requirements on plans.

2. Layout of foundation walls and concrete slabs, with dimensions.

3. Size and location of footings, piers, beams, air vents, access holes, and integral footings in slabs.

4. Indicate moisture barrier and slab reinforcing or size, direction and spacing of floor joists and/or beams.

C. FLOOR PLAN, Scale 1/4" = 1' or 1/8" = 1' (for each floor):

1. Size and arrangement of rooms and partitions, with the use of the rooms or spaces clearly labeled.

2. Location of plumbing fixtures, appliances (including heating and/or air conditioning unit), fireplace and electrical features such as outlets, switches and light locations.

3. Window size and type and door size, type and direction of swing.

4. Size, direction and spacing of ceiling joists, rafters or trusses.

5. Indicate on floor plan sheet the following.

   a. Total square footage of living space for each floor and total square footage of garage and/or other accessory spaces.

   b. Total square footage area of all windows and/or glass doors in all exterior walls.

   c. Size of heating and/or air conditioning unit being provided.

NOTE: For an addition or renovation, show schematic floor plan of entire existing structure to scale. Dimensions and details are needed only where new work is to be done.

D. EXTERIOR ELEVATIONS, Scale 1/4" = 1' or 1/8" =1":

1. Show ALL sides of building with exterior finish materials indicated.

2. Show ALL openings in walls such as doors, window, foundation vents, etc.

E. TYPICAL CROSS SECTION, Scale 1/4" = 1 ' (or larger):

1. All floor, wall and roof framing with size and spacing of members.

2. Heights of crawl spaces, floors and ceilings, and pitch of roof.

3. Footings, foundation and finish grade.

4. Roof and exterior wall materials including insulation and sheathing (if used).

F. DETAILS:

1. Clearly show sizes, materials, connections and construction of the following, if applicable.

   a. Window details if not shown on floor plan.

   b. Fireplace section

   c. Roof truss plans and signed, stamped calculations with the name of Manufacturer.

   d. Plumbing layout, pipe sizes and fixtures.

   e. A separate plan showing framing of each floor and roof will be required if not included on floor plans or if framing is complicated.

   f . Heating ducts and/or air conditioning plan of each floor if not indicated on floor plans or if system is complicated.

G. ENERGY CONSERVATION INFORMATION:

Two (2) sets of appropriate forms, calculations and/or information.

All mandatory energy saving measures such as occupant sensors, dimmers, automatic switches, etc., must be detailed on plans.

Attachment #4

INSPECTION INFORMATION

This guide is intended to provide you with general information regarding the inspection process. If you have any questions regarding specific inspections, please ask the inspector assigned to your area. To request inspection phone 385-7477 and have available the following information: permit number, type of inspection needed, and owner's name. Inspections must be requested prior to 4:00 p.m. on the day before needed. A $74.00 re-inspection fee may be assessed if the job is not ready and accessible, or if the plans and permit are not at the job site and available to the inspector.

First Inspection: **Verify all requirements of the soils report have been met.**

FORMS (Wood floor construction)
All forms are in place. Property lines indicated. Reinforcing steel placed and secured. No stakes in footings. Forms free of soil and debris. User ground in place.

or FORMS (concrete floor construction.)

Forms in place. No plumbing piping in footings. Vapor barrier required for dwelling units. Forms free of soil and debris. Property lines indicated. *Any plumbing to be located under slab must be inspected prior to covering and slab preparation.

or FORMS (Industrial-Commercial)

Inspection of each section: Ground beams, footings, column footings, forms in place, reinforcing steel placed and secured. All major floor slabs, docks, and similar to be inspected. *Any plumbing to be located under slab must be inspected prior to covering and slab preparation.

Second Inspection. UNDERFLOOR FRAMING, ROUGH PLUMBING.

Drain lines, sewer stub outs, water lines, gas piping in place. Water tests on drain and water lines. Underfloor framing complete. All flashing in place.
After underfloor framing has passed, install floor insulation and call for inspection before covering with subfloor.

Third Inspection. ROOF NAIL - SHEAR, STRAPS, HOLDDOWNS

All roof sheathing nailed and shear panels nailed, straps nailed and visible. HOLDDOWNS in place and secure.

Fourth Inspection. FRAMING, ROUGH-IN WIRING, HEATING DUCTS, PLUMBING TOP-OUT.

Building framing complete. Roof on. Exterior weatherproof - stucco lath or siding installed. Fireplace roughed in and rebar tied at ceiling line.. Windows installed. Title 24 - Caulk exterior corners, windows and mud sills.

--Basic electrical wiring in place. Wire pulled in. Bonding made up. Distribution panels in place.

--Plumbing topped out, roof jacks in place. Gas vents and area vents roughed in. Heating ducts in place. Gas appliance combustion air ducts in place. Gas line pressure test. No insulation in walls or ceiling. Seal all fire block penetrations.

Fifth Inspection. INSULATION INSPECTION

Approved energy insulation installed in all exterior walls and inaccessible attic and roof areas.

Sixth Inspection. SHEETROCK OR LATH AND STUCCO WIRE NAILING.

Dry wall board on, nailed out NOT taped. Stucco wire nailed. Shower pans installed and filled with water within 1" of top of dam. . Shower backing materials in and water-proofed. Fire walls completed and tight, ground to roof.

Final Inspection. COMPLETION INSPECTION.

Building complete and ready for occupancy. Electric fixtures hung. Electric equipment in place. Meter service ready for connection. Septic tank - drain field inspected and approved. - Plumbing fixtures set. Gas equipment installed and vents in place. Underfloor area free of debris. Exterior steps in place. Insulation certificate and CF-6R form readily accessible.

ELECTRIC AND GAS HOOK-UP CARDS (GREEN TAGS) WILL BE ISSUED WHEN THE ABOVE INSPECTIONS ARE COMPLETED AND WORK MEETS MINIMUM SAFETY STANDARDS.

ELECTRIC METER SERVICE ONLY, changes or repair. Service wiring complete with grounding. Sub-feed wiring in place. Range, dryer, or air conditioning wiring to be complete.

GAS METER SERVICE ONLY, changes or repairs. Install gas piping. A pressure test to be showing. All gas vents in place, safety controls, combustion air.

RE-ROOF INSPECTIONS:

For tear-off: Call for a sheathing inspection prior to covering with any roofing materials.
Call for final when complete
For overlay: Call for final when complete.

Attachment #5

GENERAL INSPECTION CHECKLIST (for most wood framed structures)

Underslab Inspection: Verify all requirements of the soils report have been met.
1. Drain/waste/vent - Check size, location, fall, fittings, cleanouts, pipes wrapped, water test.
2. Gas pipe - NOT ALLOWED UNDER SLAB - exception for natural gas to island stove in approved vented pipe or chase.
3. Water supply pipe - Pressure test, size, location, pipes wrapped.
4. Electrical underground - conduit, wiring size, approved materials.
5. Plenums and Ducting - Approved materials & installation by Code or listing.

Foundation Inspection: Verify all requirements of the soils report have been met.
1. Location - check setbacks, easements, proximity to slopes.
2. Anchor bolts, Hold downs.
3. Footings - size, re-bar, Ufer ground, Compaction test (if required).
4. Stemwalls - size, blockouts, re-bar.
5. Slab - Vapor barrier, reinforcement wire or steel, plumbing wrapped.
6. Pier footings - size and placement, re-bar, masonry fireplace.
7. Advise owner that elevation certificate is required prior to passing framing (if in flood zone).

Underfloor Inspection:
1. Drain/waste/vent - Check size, location, fall, fittings, cleanouts, water test.
2. Gas pipe - size, anchorage, pressure test, NOT ALLOWED UNDER SLAB.
3. Water pipe - Pressure test, support, regulator (if supply pressure exceeds 80 psi).
4. Electrical underfloor - size, approved for use, support.
5. Plenums and Ducting - Clearance, support, approved materials.
6. Girders, sills, joists, anchor bolts, vents.
7. Ties, splices and special connectors.
8. Wood to earth clearances.
9. Insulation (may be a separate inspection).

Roof Nail / Shear Nail
1. Roof nail - check grade / span of sheathing, nail spacing, missed nailing.
2. Trusses - girder truss bearing, truss bracing.
3. Exterior shear - location, nailing (edge, seams & field), straps, hold downs.

Plumbing: **fr* means check at frame inspection
1. Water Heater - Vent**fr*, combustion air**fr*, anchorage, access, 18" above floor in garage**fr*.
2. Water pipe**fr* - pressure test, support, nail protection.
3. Drain/Waste/Vent**fr* - water test, support, nail protection.
4. Shower pan - water test.
5. Tubs**fr* - Access if slip joint, varment-proof @ drains.
6. Gas pipe - Pressure test, support**fr*, size**fr*, materials**fr*.
7. Metal plumbing @ firewall penetrations**fr*.

Electrical: **fr* means check at frame inspection

1. Light fixtures - clearance, protection, flourescent in bath & kitchen.
2. Receptacle spacing**fr*, required lighting**fr* and switches.
3. Outlet boxes**fr* - size, # of conductors, Fire walls, conductors/cable secured.
4. NM cable (romex)**fr* - Nail protection, firewall penetrations.
5. Equipment Grounding**fr* - Mechanical fasteners, bond gas & water pipe.
6. Kitchen - Two 20 AMP appliance circuits**fr*, GFI all counter outlets.
7. Service - Panel secure, solid ground rod, riser, main disconnect.
8. Clothes closet lights**fr*, Shower lights, Spa light.
9. Smoke detectors - location**fr*.
10. Arc-faults in bedrooms-all outlets **fr*.

Mechanical: **fr* means check at frame inspection

1. Heating and AC ducts**fr* - Insulation, support.
2. Exhaust Fans / Dryer Ducts - Must terminate outside**fr,* support**fr*.
3. Furnace - Vent**fr*, access**fr*, return air**fr*, combustion air**fr*, 115 volt outlet**fr*.
4. Furnace in attic - Access**fr*, light**fr*, 115 volt outlet**fr*, platform**fr*.
5. Condensate drain**fr* - drain, overflow, size, discharge to outside or approved location.

Framing: Items marked with `**fr*' on plumbing, mechanical & electrical above must be checked @ frame inspection.

1. Sills - Material, anchors, splices.
2. Wall studs - Nailing, spacing, bracing (all exterior, interior walls @ 34' o.c. max), plates.
3. Bearing walls over girders, floor nailing.
4. Draft Stops - Walls, ceilings, attics (in duplex & apartments).
5. Fire Stops - Furred ceilings, stairs, chases, tubs.
6. Headers and Beams - size, bearing.
7. Hangers - Post caps, anchors, connectors.
8. Ceiling joists/Rafters - Spacing, collar ties, purlins, bracing.
9. Trusses - Girder trusses, bearing, bracing, connections, roofing used matches truss calc..
10. Roof - Flashing, roofing, fire retardant.
11. Fireplace - Ties, throat, clearances, Class A flue.
12. Attic access - Size, location, NM cable protection, draft stops.
13. Bedroom (emergency egress) - Window sill height, dimension or exterior door.
14. Garage Fire Protection - Sheetrock type X, 5/8"; self closing, self latching, solid core door.
15. Exit Doors - One 3' x 6'8" door, garage man door, 3-story or 3,000 sq.ft.+ requires two exits.
16. Stairs - Width, headroom, rise, run, landing, fire protection.
17. Ventilation - Attic, underfloor, underfloor access.
18. Siding - Nailing, grade, bracing, weatherproofing.
19. Stucco - Mesh, screed, nailing, weatherproofing.
20. Glazing - Safety glazing, light and ventilation, energy calc.
21. Shear Walls - Nailing, bolting, special connectors.
22. Infiltration - Seal wall & plate penetrations, around windows.
23. Collect elevation certificate prior to passing frame (if in flood zone).

Insulation:

1. Walls; ceilings or insulation certificate.

Gypsum wall board:

1. Nail / screw spacing, fire rating, backing or clips.
2. If used for interior conventional bracing, 7" o.c. spacing on nailing, or per engineers specs.

Final:

1. Smoke detectors, bedroom emergency exiting/egress.
2. Furnace - vents, clearance, rating, combustion air.
3. Furnace in garage - 18" above floor, protection from physical damage.
4. GFI - Bathrooms, within 6' of kitchen sink, garage, exterior.
5. Electrical - panel boxes, breaker/wire sizes, label breakers, switch plates and outlet covers.
6. Exits - Doors, stairs, rails, openings.
7. Landings - guardrails, deck, post base/caps.
8. Stairs - handrail/guardrail, openings.
9. Kitchen - fixtures, appliance grounds, air gap, cook-top clearances.
10. Kitchen - receptacle outlets, GFI protection.
11. AC ducts in garage - 26 gauge or fire damper.
12. Garage to house door - Closer, latch, landing, solid core.
13. Garage receptacles - GFI, NM cable protected.
14. Water Heater - Vents, vent connectors, clearances, combustion air, pressure relief valve to outside, 18" above floor in garage, seismic straps (two req.), mechanical protection.
15. Plumbing, mechanical and electrical equipment listed for location.
16. Fireplace or stove - Clearances, hearth, doors.
17. Attic - insulation, ventilation.
18. Foundation vents/Underfloor access.
19. Site - Grading, drainage, house numbers.
20. AC unit - Disconnect, plumbing, electrical, secured to pad.
21. Vent termination - plumbing, appliance, fireplace.
22. Exterior electrical - Trim, GFI, service labels.
23. Exterior plumbing - Water, sewer, cleanouts, backflow prevention on hose bibs.
24. Safety glass - tub/shower enclosures, doors, sidelights.
25. All corrections from previous inspections.
26. Gas test, Meters tagged for gas and electric.
27. Check Mandatory Energy Req.-Occ Sensors-Dimmers-Auto on/off
28. Certificates - energy, insulation.
29. Department clearances - Planning, Roads, Health, Fire.
30. Issue Certificate of Occupancy.

DECKS, COVERS, CARPORTS AND GARAGES

1. Location - check setbacks, easements, proximity to slopes.
2. Anchor bolts, Holddowns.
3. Footings - size, re-bar, User ground, Compaction test (if required).
4. Stemwalls - size, re-bar.
5. Slab - Vapor barrier, reinforcement wire or steel, plumbing wrapped.
6. Pier footings - size and placement, re-bar.
7. Framing, trusses, roof sheathing nail
8. Weather exposed lumber appropriately protected.

Attachment #6

MINIMUM PLAN INFORMATION FOR MOBILE HOME AND COMMERCIAL COACH INSTALLATION BUILDING PERMITS

As per the International Building Code, Title 2 of the California Administrative Code, and Housing and Community Development and Title 25 the following check list has been developed in relation to minimum information for all plans being submitted for review and issuance of a mobile home or commercial coach installation Building Permit.

To assist in eliminating any additional time delays, applicants seeking advice as to what will be required in the way of documentation in order to obtain a Building permit, should be provided with this check list and the information "hand-out" developed by the Department of Public Works, Building and Safety Division and/or referred to that Division.

When submitting their documents to the Building and Safety Division for plan check and issuance of a mobile home or commercial coach installation Building Permit, they should be advised that approvals will be required from the following Departments: (plans will be routed by the Building and Safety Division to all other Departments, except the Planning Department. Applicants may choose to hand carry plans to other Departments in order to speed up the process.)

A. Approval from the County Environmental Health Department (if their project includes a private sewer system or water system) or a “Can and Will Serve” letter from the water and/or sewer district.

B. Approval of the County Planning Department.

C. Approval of Fire Department is required on all commercial structures located in the State Response Area.

D. Approval of Roads Division.

Be prepared to submit three sets of plans and two complete sets of all other minimum documents to the Building and Safety Division for plan check. Allow two weeks for plan check.

The applicant for a permit to install a home shall provide three (3) complete sets of plans and specifications to include the following:

(1) A plot plan of the lot or site on which the home is to be installed, which shall indicate the planned location of the home, the locations of electrical, gas, water and sewer connections or septic system on the site. The plot plan shall indicate all required dimensions and set backs from the lot lines.

(2) The number of the home's insignia of approval and the serial number of the home, or the year of manufacture and manufacturer's name and the home's serial number, if the home does not bear an insignia.

(3) The approved manufacturer's installation instruction for homes bearing the insignia of approval manufactured after October 7, 1973, including the designed roof and horizontal live loads. If the manufacturer's installation instructions are unobtainable, plans may be prepared by a California licensed architect or engineer.

(4) If the home manufacturer's installation instructions do not provide for a tie down system, installation instructions for listed tie down assemblies that will be installed as a tie down system in accordance with Title 25 Section 1336.2 or a set of engineered plans and specifications for an engineered tie down system.

(5) A plan for the foundation system or support system to be used on the mobile home.

(a) Foundation system (permanent) plans may be any of the following:

(1) Include soils report and detail all soils report requirements on plans.
(2) A State-approved system complying with Health and Safety Code Section 18551. The manufacturer's installation instructions shall become a part of the foundation system plans.
(3) The manufacturer may provide a foundation system plan in its installation instructions. Foundation plans and supporting data may be required to be signed by a California licensed architect or engineer.
(4) Plans and specifications signed by a California licensed architect or engineer covering the installation of an individual mobile home may be accepted and approved by the local agency.

(b) Support system (temporary) plans may be any of the following:

(1) Include soils report and detail all soils report requirements on plans.
(2) The installation plans included in the manufacturer's approved installation instructions.
(3) Homes for which the manufacturer's installation instructions are unobtainable, shall have plans showing a support structure under its main chassis beam spaced not more than six (6) feet apart longitudinally, and under any ridge beam supports. Supports shall be designed to support all loads.
(4) A support system may be designed by a California licensed architect or engineer.

Once plans have been checked by the Building and Safety Division, you will be notified of any deficiencies or that your plans have been approved. Once your plans are approved you will need to provide a school fee certificate showing payment of fees or exemption; a "Can and Will Serve" letter from the appropriate district if you are on a public water or sewer system; and pay all remaining fees prior to permit issuance.

Attachment #7

MOBILE HOME
INSPECTION INFORMATION

This guide is intended to provide you with general information regarding the inspection process. If you have any questions regarding specific inspections, please ask the inspector assigned to your area. To request inspection phone 385-7477 and have available the following information: permit number, type of inspection needed, and owner's name. Inspections must be requested prior to 4:00 p.m. on the day before needed. A $74.00 re-inspection fee may be assessed if the job is not ready and accessible, or if the plans and permit are not at the job site and available to the inspector.

ATTENTION: The Merced County transportation permit or a copy must be attached to the front door of the mobile home or attached to the plans or permit. Failure to provide the transportation permit will result in no inspection being made and a re-inspection fee assessed.

Inspection #1: Verify that all conditions of the soils report have been met.

For mobile homes on permanent foundation, a foundation inspection is required before concrete is poured. For standard mobile home, start at Inspection #2.

Inspection #2:

All of the following are required to be ready for coach set-up inspection:

a) All piers and pads set
b) All exposed under floor ducts shall be installed a minimum 4" clearance to grade
c) All underground conduits, pipes, etc.
d) Gas line test - mobile home and gas service line to be installed and under pressure test
e) **Approved stairs shall be installed at all exterior doors** and shall include landings, hand rails, and guardrails, as required by the California Building Code.
f) Electrical wires and conduit run to electrical service panel
g) Electrical continuity test
h) Electrical services 30' or more from mobile home will require accessible disconnect and grounding rod at the mobile home.
i) Required hold-downs and tie straps must be in place.
j) If a mobile home set-up certificate is needed, have the following information prepared:
HUD label numbers, manufacturer's name, year made and serial number.
k) If the mobile home is located in a flood zone, a completed elevation certificate is required.

Inspection #3:

Septic system. (This inspection may be called in whenever needed.)

Final Inspection:

When previous inspections have passed, green tags will be issued for gas and/or electric services, and a Certificate of Occupancy can be issued. Skirting installed.

Attachment #8

TO: All Swimming Pool Owners / Contractors

FROM: County of Merced, Building & Safety Division

SUBJECT: California Assembly Bill, AB 3305

As you are aware, during the past few years swimming pool barrier requirements have changed often and have varied by jurisdiction. On January 1, 1998, a new Assembly bill became law. The new law is far more stringent than any previous requirements and limits the ability of local agencies to modify it. ***THIS LAW ALSO IMPOSES A REQUIREMENT THAT THE CONTRACTOR NOTIFY THE CONSUMER OF ITS EFFECTS.*** In an effort to streamline the transition from old to new, the following is an abbreviated guideline for the inspection procedures and requirements.

ENCLOSURE/BARRIER REQUIREMENTS:

- If a portion of the house or garage is used as part of the barrier/fence that portion shall have alarms on all doors giving direct access to the pool area, or these doors shall be equipped with a self-closing, self-latching device with a release mechanism placed no lower than 54" above the floor.

- Any barrier/fence shall be a minimum of 60" above the ground and have a maximum distance of 2" from the ground to the bottom of the barrier.

- Access gates shall open away from the pool and have a self-closing and self-latching device located no lower than 60" above the ground.

- Openings in the enclosure shall not allow passage of a sphere equal to or greater than 4".

- The outside surface of the barrier/fence shall be free of protrusions, hand and footholds, and other characteristics that would aid in climbing.

- Covers shall meet all the requirements and performance standards of the American Society for Testing and Materials (ASTM) standard F1346-91. Documentation shall be provided at the time of permit application. ***Covers alone may not satisfy the barrier requirement. If you are planning to use a pool cover as your only means of protection, please contact the Building and Safety Division prior to starting your project.***

ALARMS: Alarms shall sound continuously for a minimum of 30 seconds immediately after an exterior door is opened, and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm may be equipped with a manual means to temporarily deactivate for a single opening. The deactivation period shall last no longer than 15 seconds. The deactivation means shall be located at least 54" above the threshold of the door.

ITEMS NECESSARY FOR SUBMITTAL:

- Three plot plans showing the pool and equipment with the distance from property lines, structures, easements, electrical power lines, etc. The plot plan shall also indicate the location and type of fence or barrier that will be used; bonding will be required for metallic surfaces within 5' of the pool edge.

- Two complete sets of structural plans and engineering.

SWIMMING POOL INSPECTION INFORMATION

This guide is intended to provide you with general information regarding the inspection process for swimming pools. If you have any questions regarding specific inspections, please ask the inspector assigned to your area. To request an inspection, phone 385-7477 and have available the following information: permit number, type of inspection needed and the owner's name. Inspections must be requested prior to 4:00 pm, on the day before needed. A $74.00 re-inspection fee may be assessed if the job is not ready and accessible, or if the plans and permit are not at the job site and available to the inspector.

First Inspection (Steel Bonding and Pre-gunite): Verify that all conditions of the soils report have been met.

Verify setbacks; pressure test all plumbing; all underground conduit in place; all gas lines; Check all rebar for 3" clearance to earth; all rebar to be bonded and a copper bonding wire properly attached to rebar grid and run to panel location; light shell bonded to rebar; provide means to bond any metal parts within 5' of the water's edge.

Second Inspection (Pre-deck):

All forms set; sand base in place; all reinforcement or metal parts within 5' of the water's edge to be properly bonded. A #8 copper solid conductor or structural steel shall be used to form a bonding grid extending a minimum of 3 feet horizontally beyond the inside of the pool wall. The grid shall form a 12" x 12" network of conductors uniformly spaced with a tolerance of 4".

Third Inspection (Pre-plaster):

Check conduit to underwater light fixtures for seal; all mechanical and electrical equipment is installed and mechanically fastened to structures or concrete pads; all required fencing, gates and safety devices are properly installed.

Final:

Pool is filled and operational; all electrical work is finished; all PVC piping exposed to sunlight must be wrapped or painted with a latex paint.

For additional information or clarification please call the Public Works Dept./Building & Safety Division at (209)385-7477.

Attachment #9

INFORMATION OUTLINE RELATED TO RELOCATION OF EXISTING STRUCTURES INTO OR WITHIN THE COUNTY OF MERCED

The following informational outline has been prepared to assist and alert potential applicants interested in relocating existing structures into or within the defined jurisdiction of the County of Merced.

This outline is general in nature and is not intended to define (in detail) all procedures which may be required to satisfy Federal, State and Local Jurisdiction Codes and/or Ordinances related to relocation of specific existing structures.

APPLICANT INFORMATION:

Each Applicant should have all of the following general information at his or her disposal before applying for a permit from the Building and Safety Division:

A. Existing Structures:

1. Address where existing structure is located.
2. Type of structure (wood frame, masonry, etc.).
3. Approximation as to age of structure (when constructed).
4. Original and current (last) use of structure.
5. Proposed use of relocated structure (home, storage building, office, etc.)

B. New Location Information:

1. Owner's name and address (owner of site).
2. Site location (address) and assessor's parcel number.
3. Current zoning of proposed site.
4. Prepare for submission to Planning and Community Development Department and Building & Safety Division, two copies of a preliminary site Plan showing property dimensions, encroachments upon Public right-of-way, all improvements on property (size, locations and type of use of existing structures and well and private sewer system location).

NOTE: Offices to call in regards to proposed site information:
County Assessor's Office (parcel number)
(209) 385-7631

County Planning and Community Development Department (zoning)
(209) 385-7654

County Recorder (property title)
(209) 385-7627

County Environmental Health (sewer - well)
(209) 381-1100

BASIC STEPS TO OBTAIN PERMIT TO RELOCATE AND IMPROVE AN EXISTING STRUCTURE:

Step 1: With the previously described Application information available and four copies of the Preliminary Site Plan, make application for Pre-Move Inspection at the Merced County Building and Safety Division office located on the 2nd Floor of the County Administration Building, 2222 "M" Street, Merced, (209) 385-7477. The initial application will also be reviewed by Planning (immediately adjacent to the Building and Safety Division office).

At the Planning Department Office the Applicant will be informed of the following:

a. If the plan to relocate a structure on the proposed site is consistent with current zoning regulations, the Applicant will then return to the Building & Safety Division to complete the Pre-Move Inspection request.

b. If the proposed relocated structure is in conflict with current zoning regulations, the Applicant will be advised of procedures (if permissible) available to make his proposal compatible with said regulations. Should such a condition arise, the Pre-Move Application will be retained at the Planning Department until all planning requirements are met.

Step 2: Present the pre-move application to the Building & Safety Division (along with a copy of the preliminary site plan) and make payment of fee required for a Pre-Move Inspection. The current minimum fee for an inspection within the County boundaries of Merced is $195.00. The minimum fee for structures located outside the boundary of Merced County is $295.00, plus thirty-one (0.585) cents per mile to and from the County line.

After the Pre-Move Inspection is completed, the Applicant will be informed of the following:

a. Indication of acceptability of structure to be relocated within the County of Merced.
b. Indication as to acceptability of structure for intended use.
c. Indication as to renovations required to be made to the structure when relocated in Merced County and an estimated valuation to complete all renovations and/or alterations required (by contracted work process.)
d. Value of surety that will be required to be posted by the Applicant when obtaining a Building Permit for the proposed structure.

Step 3: Having received favorable reviews and acceptance of Steps 1 and 2, the applicant would then appear at the Building and Safety Division with the following information and documents and begin the process of securing a Building Permit.

a. Four (4) sets of drawings delineating all work necessary to place the proposed existing building on the site and to renovate and/or remodel same to meet current State and Local Building Codes and Ordinances. Minimum drawings will consist of the following:

   1. Detailed site plan showing all improvements on property including structures, private septic system, well and all existing and new entrances (driveways).
   2. Include soils report and detail all soils report requirements on plans.
   3. Foundation plan.
   4. Floor plan and elevations.
   5. Cross sections and typical detail.
   6. Manufacturer's name, brand name and model number of furnace, air conditioner and hot water heater, if any.

b. Proof of surety in the amount defined on the Pre-Inspection Report.

c. Be prepared to pay Permit Fees required for your project. As these fees vary widely depending upon the complexity and estimated valuation of work for the specific project involved, fees will be determined when you make application for the Building Permit.

With the application, the plan review process will then begin and your project will be reviewed by the following Departments: Planning, Building, Roads, Environmental Health and, if necessary, the Merced County Fire Department. Upon acceptance by these Departments, the applicant will be notified by the Building and Safety Division that the project has been approved and they may now obtain a building permit at our office. Should some problem arise which requires corrections to the document submitted, the Applicant will be notified. Once corrections are made and found acceptable, the building Permit may be issued.

Step 4: Pay any remaining fees to the Building and Safety Division Office, and obtain the Building Permit. At that time, you will receive instructions as to the inspection procedures and the final approval process.

ADVISORY NOTES:

Persons considering the purchase of an existing structure proposed for relocation should make every effort to first ascertain the compatibility of their proposal in relation to basic Planning, Zoning and Building Ordinances (completion of at least steps 1 and 2 previously outlined) prior to committing themselves to purchase of the structure or a time frame related to moving of any structure.

It is the hope of our Department that the above information will be of value and assistance to those persons contemplating the purchase of an existing structure for relocation into or within the County of Merced.

RSG 07/18/2008

Attachment #10

DATE: July 18, 2008

TO: BUILDING INSPECTIONS STAFF, HOUSE MOVE CLIENTS

FROM: RICHARD S. GRAVES, C.B.O.
DEPUTY BUILDING OFFICIAL

SUBJECT: SECURITY DEPOSITS FOR HOUSE MOVES

The following information is provided as a guideline for the funding required for the completion of house moves:

1 Bond on a bond form from this office.

2 Certificate of deposit in the name of Merced County Department of Public Works/Building Division. A photo copy of the CD is to be attached to the building permit application. The name of property owner, CD account number, and date of deposit should be logged in the appropriate log. The CD is placed in an envelope with all necessary information, then taken down to the Treasurer's Office to be placed in the vault.

3 Cashier's Check or cash is required to be placed in a Trust Fund in the Auditor's office. The procedure of establishing a Trust Fund is time consuming through the Auditor's office.

4 Letter of Credit with the name of Merced County Department of Public Works/Building Division as the beneficiary. This is to be an irrevocable document with the property owner's name, site address, amount of deposit clearly stated. The expiration date is upon completion for the project. The Letter of Credit must be reviewed and approved by the County Counsel and the Building Safety Manager.

One of these documents must be presented at the time of permit issuance. The Bond and Certificate of Deposit are the most desirable procedures. Cashier's Check/Cash and Letter of Credit requires a significant amount of time and verification from other County departments.

Attachment #11

FEES - ASSOCIATED WITH BUILDING PERMITS

There are many fees and expenses involved with a construction project. The following is a list of some costs that may be encountered in the course of obtaining a permit (this list is intended to make you aware of many of the additional expenses you may incur, but is not all inclusive):

Fees collected by Building Division:

1. Plan check fee based on assigned project valuations (to cover costs associated with plan check and creation and maintenance of related files).
2. Permit fee based on assigned project valuations (pays for the progress inspections as work is done and maintenance of records associated with inspections)
3. Fire impact fee (for new county fire facilities - levied on all new residential units in the County $650.00 for single unit, $586.00 multiple units on same parcel; commercial fire fees are based on employee density and vary from $0.299 to $0.506 per square foot). A water tender in lieu fee of $3,000 will be collected on residential units.
4. Septic fee (for Environmental Health to inspect septic/leach field) usually $406.00 - $651.00
5. Encroachment fee (determined by Roads Div.) - if it is necessary to install encroachment between county road and property line, typically $99.00, deferment of construction agreement $150.00). A Roads Div. Plan Check Fee of $83 also applies.
6. Bridge and thoroughfare fee - fee varies, depending on the area of the county the project is in. This is assessed only in certain areas of the county, not a county-wide fee). Fees can range from $500 to $17,094 for residential and commercial varies by type of business and is based on studies of traffic generated.
7. Flood zone fee - $200.00 if project is located in a flood zone. This covers administrative costs for documenting FEMA requirements.
8. SMI fee - Strong motion instrumentation; this is mandated by the State, and funds are transferred to the State. This helps fund purchase and maintenance of equipment to measure seismic activity throughout California.
9. Food service inspections - typically $244.00 to $654.00, this money is transferred to the Environmental Health Dept. for their inspection of facilities where food is served.
10. Planning Fee - this is for Planning to review the plot plan associated with the building permit, usually $38.00 and plan update fees of $155 to $568.
11. Sheriff Impact fees - Law enforcement impact fees are $619 per unit for residential. Commercial is $609/1000 sq.ft.; Industrial is $603/1000 sq.ft.; Office is $579/1000 sq.ft.; and Lodging is $632/1000 sq.ft.
12. Regional Transportation Impact Fee: Single family is $3,115; multi-family is $1,892; retail ranges from $2,780 to $12,082 per 1,000 sq.ft.; Ag processing $1,409 per 1,000 sq.ft.

Fees collected by City of Merced:

1. Merced SUDP fee - in areas within the city of Merced Sphere of Influence, construction

under County permit can impact City services and requires the payment of City fees prior to issuance of a County Building Permit. The fees are determined by the City and proof of payment must be produced before County Building Permit is obtained.

Fees collected by the School District:

1. The school district where the project is located will collect any school impact fees applicable. They will issue a Certificate of Compliance, which must be turned in to the Building Division at permit issuance (See the list of School Districts contained in this guide).

Fees collected by the Roads Division:

1. If you are moving a mobile/modular home or relocating a house, and you have received your Building Permit, you will need to obtain a transportation permit from the Road Division, and file a route plan, if you are moving such home over County roads. They will collect a fee for the transportation permit.
2. There may be fees charges for easement dedication, mitigation measures, frontage improvements or right-of-way and/or deferments of construction; associated fees to be determined by Roads Division.

Fees collected by Planning Department:

1. Prior to the issuance of a building permit, Planning may require a Plot Plan review, an Administrative Permit or a Conditional Use Permit, depending on your zoning and which type of project you have. You should consult Planning about any applicable fees.

Fees collected by other agencies:

1. If you are in an area where a water/sewer district provides those utilities, you will have to pay connection fees for water and sewer hook-up and service (see listings for sewer and water districts in this publication).
2. If you are adjacent to a State highway, you may need a permit from Cal-Trans and may be required to pay fees and dedicate easements or right-of-ways.

Fees to private companies:

1. If you have a commercial project, you will need to hire a licensed architect or engineer to develop plans and documentation.
2. If you don't know where your property lines are located, you may be required to hire a licensed engineer or land surveyor to establish property line locations.
3. If you are located in a flood plain and your project is a substantial improvement, you will be required to provide an elevation certificate prepared by a licensed engineer. If you are in Zone A, the engineer will be required to submit a preliminary flood study to determine the base flood elevation.
4. If your project is required to have a special inspection or on-site inspector, you will be required to pay for those services.

Attachment #12

MERCED COUNTY ROADS

Rights-of-Way & Storm Drainage

Mow Strips & Gravel ARE ACCEPTABLE

Sight Distance at Driveways & Intersections

$$ Save Time & Money $$

Know the Rules BEFORE Landscaping

It is un-lawful to install or maintain any obstruction higher than **2'6"** above the nearest roadway surface.

Corner lots and driveway entrances must not be landscaped as to reduce visibility of traffic. Trees must have a height clearance of **14'** so high profile vehicles can see under the limbs.

Remember…when in doubt, please contact the ***Merced County Roads Division*** for further assistance at **(209) 385-7601.**

When a permit is received for driveway construction, sight distance information is included with the construction specifications

Landscaping that is not in compliance with local provisions is subject to removal at owner's expense.

Non-compliance could lead to fines and penalties.

For questions or more detailed information, please call the **Merced County Roads Division** at **(209) 385-7601**

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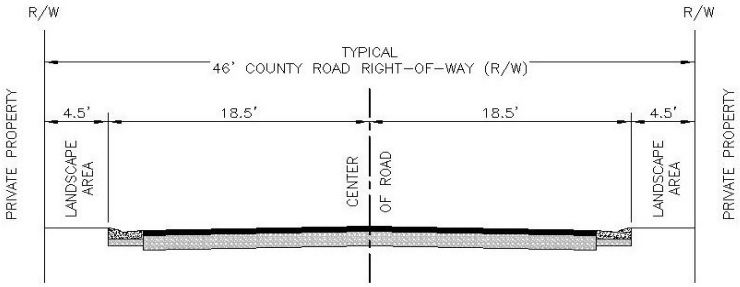
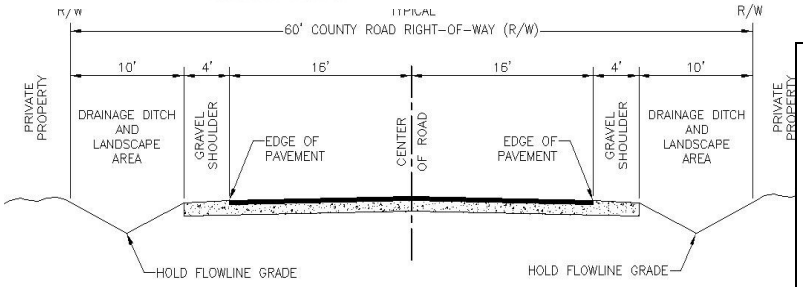
Roads with Curbs



46' RIGHT-OF-WAY
(ROLLED CURB)



Storm drainage flow must be maintained to prevent traffic hazards, property damage, and damage to the road itself.

The V-Ditch in front of your property is part of the County road right-of-way.

The purpose of the V-Ditch is to allow the asphalt road to drain to the sides & then be diverted to catch basins and/or storm drainage pumps.

DO NOT modify or fill in the drainage ditch with:

Trees	*Plants*
Boulders	*Shrubs*
*Rock larger than **4”***	*Lights*

Rock larger than **4”** must be recessed to ground level. Vehicles must be able to drive on it.

On most streets with curbs, the County right-of-way extends **6’** behind the edge of the curb.

In this 6’ right-of-way area, please remember

Disabled vehicles need to be able to pull off the asphalt thoroughfare.