
Building Site Evaluation Requirement Determination

PURPOSE

In order to expedite the building permit process for some building permit applications, site evaluation is not required, or is optional, or is performed at the first inspection. This policy will identify those building permit applications where site evaluation is not required, where site evaluation is optional, or where site evaluation is performed at the first inspection. This policy will also identify those site evaluations at first inspection where no site evaluation fee is charged. All other permits shall require a separate site evaluation and a site evaluation fee.

GENERAL

- A. Site evaluation is not required on permits issued when no plans are required. (A-BLD permits.)
- B. Projects issued with plans (B-BLD permits) must have a site evaluation if the subject property is located in a flood zone as listed in the current Flood Insurance Rate Map (FIRM).
- C. For projects issued with plans (B-BLD permits) which are not located in a flood zone as listed in the current Flood Insurance Rate Map (FIRM), Table 1 -*Site Evaluation Determination*, shall be used to determine whether a site evaluation is required, or can be done at first inspection, or is optional. The precise meaning of critical headings in Table 1 is shown below.
 - 1. *No site evaluation required* - No site evaluation is required for these projects. A site evaluation may be required in the future if the information shown on the plans is found to be inaccurate, or if revised plans are submitted which include work where a site evaluation would be required.
 - 2. *Site evaluation at first inspection* - The site evaluation will be performed by the Building Inspector at the first inspection. Additional plans, reports or other documentation, including a geotechnical report, may be required if the information shown on the plans is found to be inaccurate, or if revised plans are submitted which include work where such materials or a site evaluation would be required.
 - 3. *Site evaluation optional* - Where site evaluation would otherwise be required, the applicant may elect to not have a site evaluation performed by signing the form, *Building Site Evaluation Waiver* (CNI-031). The documents submitted with the application must include a current geotechnical report, less than two years old, or an older report with an update letter and a plan review letter (may be one letter) and a site plan which meets the requirements of *Minimum Standard Site Plan* (CSS-019), prepared by a professional licensed by the State of California to prepare such materials (surveyor, civil engineer, or architect).

- D. Table 1, #12, *In-Ground Swimming pools* - Applicants for swimming pools may elect not to have a site evaluation performed by *Building Site Evaluation Waiver* (CNI-031). The documents submitted with the application must include a site plan which meets the requirements of the *Minimum Standard Site Plan* (CSS-019) prepared by a professional licensed by the State of California to prepare such materials (surveyor, civil engineer, or architect). In addition, a section plan of the site must be included showing any slopes in the area of the pool, and the horizontal distance from the edge of the pool to the top of any adjacent slopes. In addition, the plans must clearly indicate what will be done with the excavated material from the pool. Note that if this material is deposited on the site, a grading permit may be required.

FORMS

Building Site Evaluation Waiver (CNI-031)

Minimum Standard Site Plan (CSS-019)

PROCEDURE

- A. Permits where no site evaluations are required may be issued only for these types of permits shown in Table 1. Upon review of a permit application, the Permit Technician may believe that the proposed project qualifies based upon Table 1. The Permit Technician shall direct the applicant with application to the Building and Grading cubicle for the Plans Examiner's determination. If the Plans Examiner determines that the requirements of Table 1 have been met, the permit can be processed without a site evaluation prior to building plan check. Building and Grading cubicle staff should make the following entry in approval item 500: "NO SITE EVALUATION REQUIRED."
- B. Permits with site evaluations at first inspection may be issued only for these types of permits shown in Table 1. Upon review of a permit application, the Permit Technician may believe that the proposed project qualifies based upon Table 1. The Permit Technician shall direct the applicant with application to the Building and Grading cubicle for the Plans Examiner's determination. If the Plans Examiner determines that the requirements of Table 1 have been met, the permit can be processed without a site evaluation prior to building plan check. Building and Grading cubicle staff should make the following entry in approval item 500: "SITE EVALUATION AT FIRST INSPECTION."
- C. When the applicant elects to have no site inspection, the applicant must fill out and sign the *Building Site Evaluation Waiver* (CNI-031). The Permit Technician shall direct the applicant with application to the Building and Grading cubicle for the Plans Examiner's determination. If the Plans Examiner determines that the requirements Table 1 have been met, the permit can be processed without a site evaluation prior to building plan check. Building and Grading cubicle staff should make the following entry in approval item 500: "SITE EVALUATION

WAIVER APPROVED.”

- D. If the Building Inspector encounters any unusual or special conditions that would normally be addressed during the site evaluation, a correction notice shall be written directing the property owner and/or applicant to provide corrective measures. The permit shall not be finalized until all issues including site evaluation are addressed.

ATTACHMENT

Table 1, Site Evaluation Determination

Approved by:

/s/ Pete Parkinson

Pete Parkinson, Director

Lead Author: John deCourcy
7-7-06

Replaces:

4-0-2 Site Evaluations at First Inspection, dated 05/12/03

Intranet

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TABLE 1
Building Site Evaluation Determination

Item No.	Type of project	No site evaluation required	Site evaluation at first inspection	Site evaluation optional	Site evaluation fee Y/N
1	Water tanks (10,500 gallons and less)		X		Y
2	Residential photovoltaic racks mounted on building	X			N
3	New decks, repaired or replaced decks less than 500 sq. ft. or less than 10' from grade	X			N
4	In ground swimming pools in subdivisions		X		Y
5	Fences	X			N
6	Ground mounted photovoltaic systems		X		Y
7	Projects with no increase in building footprint EXCEPT that foundation repair or replacement DO require site evaluation	X			N
8	Residential additions up to 100 sq. ft.		X		Y
9	Non habitable structures up to 400 sq. ft. on residential lots		X		Y
10	Residential wind generators	X			N
11	Residential projects which comply with item C(3) - (current soils report, 2 years or less, or update and foundation review letter and site plan drawn by licensed professional)			X	N
12	In-ground swimming pools which comply with item D - (site plan by licensed professional, sections showing slopes, and disposition of excavated material shown)			X	Y