



City of Weed

550 Main Street
P. O. Box 470
Weed, CA 96094

(530) 938-5020
(530) 938-5096 (FAX)

OFFICE OF THE BUILDING INSPECTOR

530.938.5025

APPLICATION FOR BUILDING PERMIT

Important!

**ALL CONSTRUCTION PLANS MUST BE
STAMPED BY A LICENSED PROFESSIONAL**

- I. The following guideline is offered by the City Building Department to assist you in making an application for a Building Permit and expediting the issuance of the same.

Building Permit is required to construct, move, alter, repair, enlarge, improve, remove, convert, or demolish any building, or structure within the City limits. Some exceptions are:

- A. Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall;
 - B. Platforms, walks and driveways not more than 30 inches above grade and not over any story below;
 - C. One-story detached accessory buildings used as tool and storage sheds, provided the floor area does not exceed 120 square feet. (**Building setbacks must be observed.**)
- II. The following are required to secure a Building Permit:
- A. Completed Permit Application
 1. Name, address, and phone number of owner, person responsible for plans, and contractor if applicable.
 - a) Owner-Builder verification form completed if securing an "Owner-Builder" permit.
 2. Description of work
 3. Certified copy of workers compensation insurance to be filed with Building Department.
 4. Description of property
 - a) Lot No., Block No., Subdivision, and Assessor's Parcel Number.
 5. Building Department will calculate fees according to plans.
 - B. Certificate of Payment for School Development Fees
 1. Development Fees must be paid to the School District for new single and multiple family dwelling units and for additions or conversions that exceed 500 square feet.

- C. Site Plan drawn to scale: Two (2) copies required for residential, six (6) copies for commercial
 - 1. Must indicate size and shape of property, all existing structures, the distance of the proposed structure to the nearest of existing structures and the distance to property lines.
 - 2. May also require a parking layout, curb & gutter, and/or sidewalk installation with driveway approaches.

- D. Construction Plans drawn to scale: Two (2) copies required for residential, four (4) copies total required for commercial, two of which must be signed by an engineer
 - 1. Floor Plan
 - a) Must show room sizes, window and door dimensions, electrical, plumbing, and mechanical layout, etc.
 - 2. Elevations
 - a) Front, sides, and rear
 - 3. Framing Details
 - a) Must show roof framing, trusses (engineered drawings), bracing header sizes, joists, stud spacing, plates, insulation type and value, interior and exterior wall coverings, etc.
 - 4. Foundation Plan
 - a) Must show footing and foundation design, reinforcing steel, anchor bolts, mudsills, access location, ventilation, interior piers, girder layout, etc.

- E. Energy Design Information
 - 1. If the building or addition you are considering is heated and/or cooled, a set of forms must be completed and submitted with your application to comply with the current California Energy Code.
 - 2. Material and/or product information may be required to insure compliance.

- F. Zoning Clearance
 - 1. Land use approval must be obtained on your application from the Planning Department. Any Use Permits or Variances applied for must be approved before Building Permit can be issued. (In some cases a 15-day waiting period will apply)

- III. The following codes are in effect and should be consulted in the preparation of your construction plans:
 - A. California Building Code = California Building Standards Code”, and Title 25, “Mobilehome Parks and Installations Regulations”, both of the California Code of Regulations
 - B. Uniform Housing Code
 - C. Uniform Code for the Abatement of Dangerous Buildings
 - D. Uniform Sign Code



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RESIDENTIAL BUILDING PERMIT

Application Processing

1. Applicant brings a completed application for a residential building permit to the front counter.
2. It is accepted with a non-refundable deposit (plan check fee) based on project value (see chart from Building Inspector).
3. The fee is receipted and the application is given to the Building Department. If there are planning concerns, the application is deemed incomplete and returned to the applicant.
4. The Building Department reviews the application for completeness for such items as truss calculations, energy compliance, structural calculations, etc. If there are building concerns, the application is deemed incomplete and returned to the applicant with a letter detailing why it is incomplete.

When the application is deemed complete by the Building Department, a set of plans is sent to the code checker who reviews the plan for compliance with all building codes. A set of plans is sent to the agency or person responsible for structural items.

5. The outside code checkers return the plans with comments within approximately two weeks.
6. The Building Department reviews all comments received. If corrections are required, the plans are returned to the applicant.
7. The Building Official can issue a permit if corrections are minor and they are required as part of the permit, or he can require all corrections be made.
8. When the Building Official deems the plans complete, the applicant is notified that the building permit is issued after payment of all fees.