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BUILDING PERMITS

WHAT?, WHY?, WHEN?, WHERE?

QUESTIONS ANSWERED AND AN OVERVIEW OF THE PERMIT PROCESS

By reading this you have already taken the first step toward protecting the outcome and investment value of your construction project. The following information describes the *What, Why, When and Where* building permits are required or obtained

What are Building Permits?

A building permit gives you legal permission to start construction of a building project in accordance with approved plans and specifications.

Why do I need a Building Permit?

Your home or business is an investment. If your construction project does not comply with the State of California Codes the value of your investment could be reduced. Property insurers may not cover work done without permits. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or make costly repairs. A property owner who can show that code requirements were strictly and consistently met has a strong ally if something happens to trigger a potentially destructive lawsuit. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends, and future owners.

Where do I get a Building Permit?

An application for a building permit can be obtained at the Building Department or on the County of Colusa website. Office address is 220 – 12th Street, Colusa, CA.

When is a Building Permit required?

The best way to find out if you need a permit is to contact the Building Department.

Permits are required for the following, but not limited to:

- New buildings (Residential, Commercial & Industrial).
- Addition(s) to existing structure
- Residential work (decks, pools, water heaters, patio covers, etc.)
- Renovations (conversions, expansions, re-roofing, etc.)
- Electrical and Plumbing systems
- Heating & Air Conditioning systems
- Any structure over 120 sq. ft.

Application for Building Permit

An application may be acquired from the Building Department counter or requested by e-mail. The application must be filled out in completeness to expedite the process of plan check review and/or the issuance of a building permit.

Plan Check Review Process

Not all applications for a building permit will require a plan check review. If a plan check review is required, a plan check fee will be collected at the time of application. Plans, specifications, and calculations will be reviewed for conformance with appropriate local, state and federal construction regulations. Plan check review will take approximately 2 to 4 weeks depending on the size and scope of project. During the plan check review, if necessary, a "Project Routing Form" will be issued to be circulated to various departments for their review of the project. Some of the departments will require a set of building plans for their review.

The Permit Process

Permits may be issued "over the counter" or be routed through the plan review process. Generally, permitted projects that require plans will be routed through the plan review process. Simple renovation and repair permits such as re-roofing, water heater replacements, electrical panels, etc. will be issued over the counter.

Permit Fees

Permit fees are based on the "valuation of the completed project." The valuation includes the costs of materials, labor and overhead of the project. Estimated costs for a project can be given upon request, with a valuation cost, by the Building Department.

Job Site Visits and Inspections

On-site inspections will be required to make certain the work conforms to the permit, appropriate codes and approved plans. The inspector may approve the work and authorize work to continue, or a correction notice may be written identifying corrective action necessary.

The permit must be posted at the job site. Plans for the project must also be on site for the building inspector to review. Inspection requests must be called into the building department two (2) days prior to inspection date. The building department conducts inspections Monday through Thursday and closed on Fridays.

Americans with Disability Act (ADA)

Any industrial, commercial, or public structure must meet all State-Specific Assess Codes. The plans submitted must show ADA requirements prior to submittal for review in plan check.

Final Approval

At the completion of the project, the building inspector will sign the project job card as complete, indicating compliance with code requirements. A Certificate of Occupancy or a Notice of Completion will be issued upon request.

Please call the department prior to coming to office for submittal of plans or for the issuance of a permit.