

Application Packet

for

Accessory Buildings Carports, Garages, Storage Sheds



City of Paso Robles
BUILDING DIVISION
1000 Spring Street
Paso Robles, CA 93446

Phone: (805) 237-3850

Fax: (805) 238-4704



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

Effective immediately a submittal fee will be required on all Building and Engineering permit applications submitted to the Community Development Department:

Construction Type	Amount
Com/Ind/Hotel New	Based on Sq. Ft.
Com/Ind/Hotel Remodel, Addition, Sign	\$220.00
Demolition	\$110.00
Grading	\$148.00
Mechanical/Plumbing/Electrical	\$110.00
Residential New	\$2,000.00
Residential Remodel, Addition, Patio Covers	\$220.00
Swimming Pool, Spa	\$220.00

TO: CONTRACTORS, INDIVIDUALS SUBMITTING FOR BUILDING PERMIT FOR AN ACCESSORY BUILDING (CARPORTS, GARAGES, STORAGE SHEDS)

FROM: CITY OF PASO ROBLES BUILDING DIVISION

Effective January 2008 building plan check submittals for accessory buildings (carports, garages, storage sheds) construction shall not be accepted or processed unless the following items are provided at the time of submittal:

- **Two** (2) sets of building plans. **(FOLDED)**
- **One** (1) additional copy of the floor plan, with dimensions (for County Assessors).
- **Three** (3) Plot/Grading Plans.
- **Two** (2) sets of truss calcs, if applicable.
- **Two** (2) sets of structural calculations by a licensed Architect or Engineer, if applicable.
- **Submit** a complete building application with consent of landowner form.
- ***A non-refundable application submittal fee is required at the time of package submittal.***

INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED.

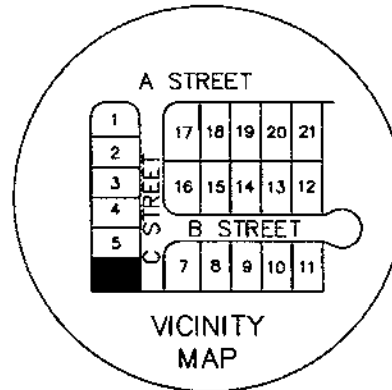
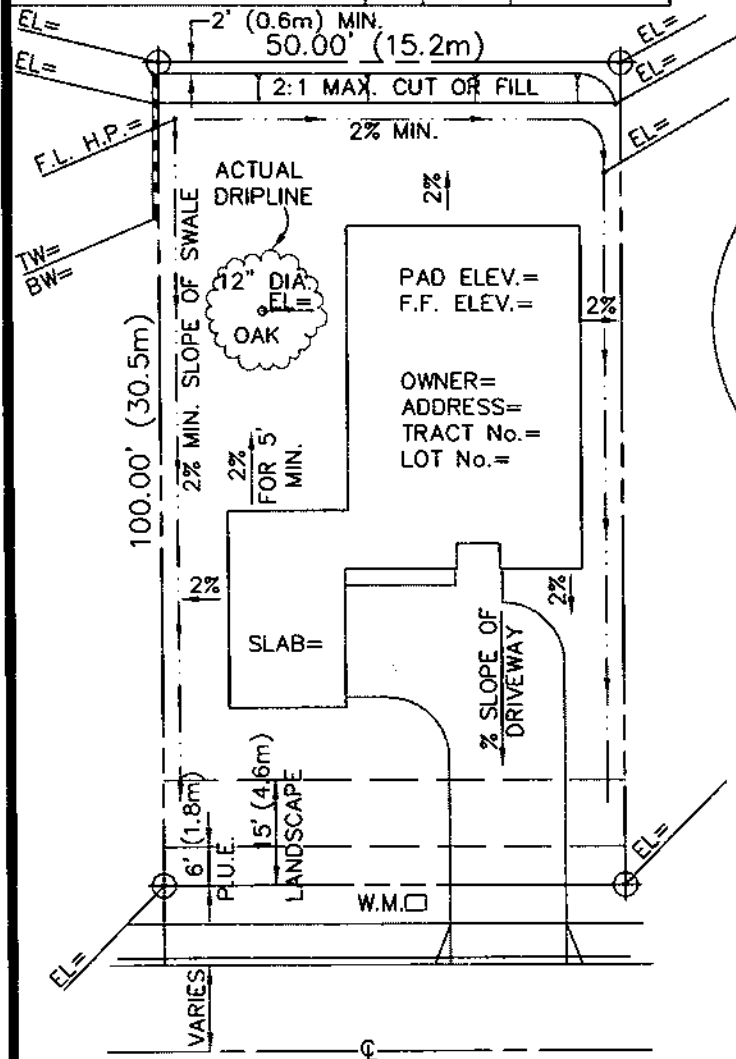
ALL APPLICABLE INFORMATION MUST BE INCLUDED AT TIME OF PLAN REVIEW SUBMITTAL.

Please make sure that your contractor has a copy of his current workers' compensation insurance filed with the Building Division. If owner/builder, complete the owner/builder verification form with a complete list of all sub-contractors and their state license number. A Building permit **cannot** be issued until all this information is submitted. All general contractors and/or sub-contractors are required to have a current city license to work in the City of Paso Robles.

Note! The installation of curb, gutter, sidewalk, street and alley paving will be required for any project for which the valuation exceeds \$25,000.00. The amount of improvements required shall be equal to 25% of the project value as determined using Building Standards Publications. Should you have any questions if this applies to your project, please contact the City Engineer at (805) 237-3860. (Update April 2007)

REVISIONS			
DESCRIPTIONS	BY	DATE	APPROVED

NOTE: SETBACKS PER PLANNING DIVISION



STANDARD NOTES

1. DRAINAGE SHALL BE 2% AWAY FROM FOUNDATION FOR A MINIMUM OF 5'
2. CU YD CUT _____
CU YD FILL _____
3. ALL GRADING AND DRAINAGE SHALL CONFORM TO CHAPTER 70 OF THE U.B.C.
4. WORK IN THE PUBLIC R/W REQUIRES AN "ENCROACHMENT PERMIT" FROM FROM THE ENGINEERING DIVISION.
5. SIDEYARD IMPROVEMENTS SHALL NOT OBSTRUCT DRAINAGE.
6. OVERALL DRAINAGE SHALL BE AT 2% SLOPE, 1% WITH PRIOR APPROVAL FROM THE CITY ENGINEER.
7. 2' MIN. SETBACK FROM P/L TO TOP OR TOE OF SLOPE.

PLOT PLAN REQUIREMENTS

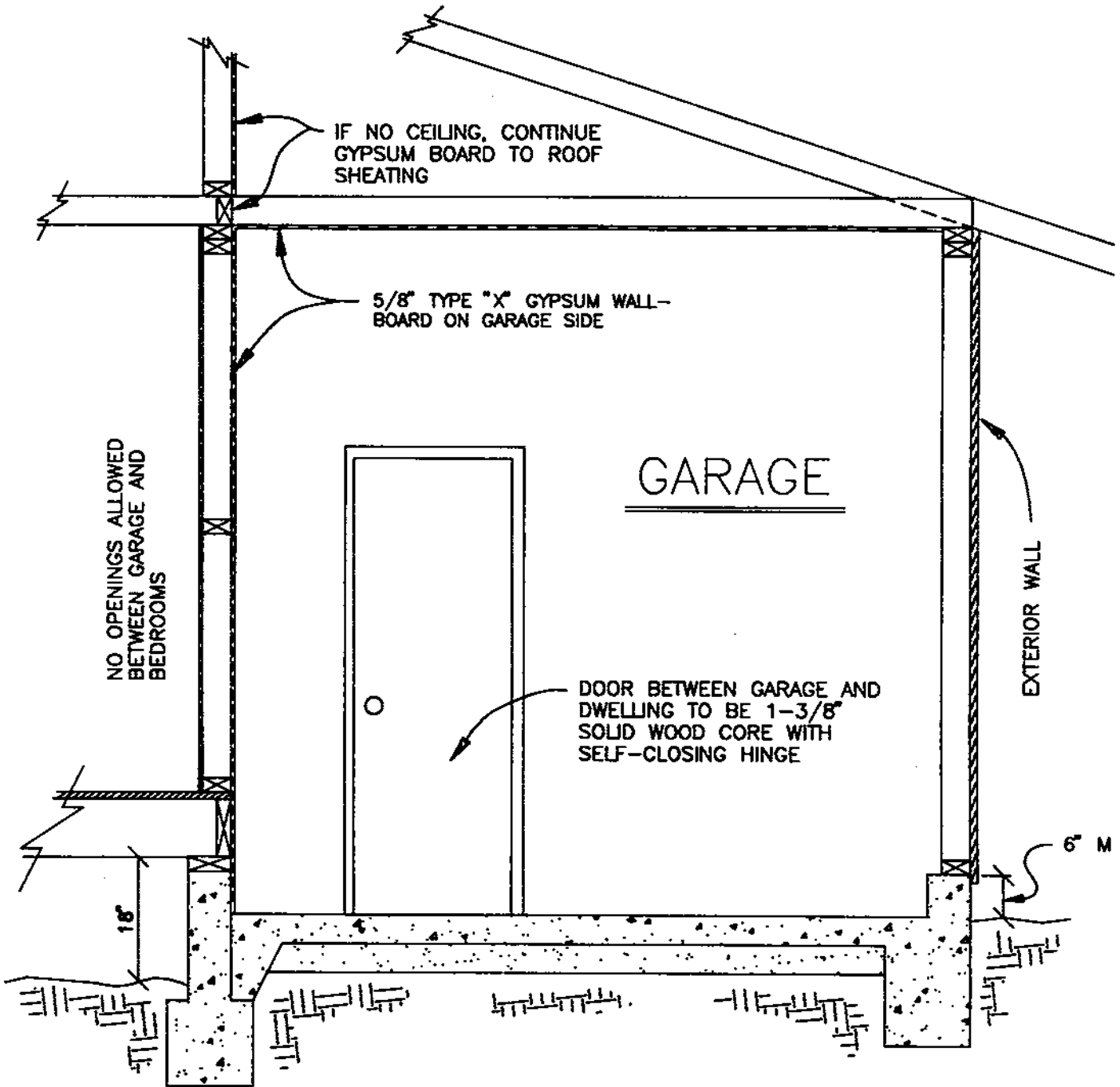
1. THIS STANDARD IS TO BE USED FOR PAD GRADED LOTS OR LOTS WITH MINIMAL GRADING (THOSE EXEMPT FROM A GRADING PERMIT PER U.B.C. SEC. 7003, AND NOT CONSIDERED A "HILLSIDE LOT") ONLY. HILLSIDE LOTS (10% OR MORE) MUST BE 24"x36" FORMAT AND SIGNED BY A REGISTERED ENGINEER OR ARCHITECT.
2. FOR OTHER THAN PAD GRADED LOTS, EXISTING AND PROPOSED CONTOURS ARE REQUIRED.
3. SHOW ALL EASEMENTS.
4. INDICATE THE FOLLOWING: SCALE, NORTH ARROW, VICINITY MAP, CORNER ELEVATIONS, LOCATION OF C.G & S IN RELATION TO P/L AND C/L OF STREET, ALL SETBACKS (SEE R-1 ORD. FOR SETBACK REQUIREMENTS), SLOPE OF DRIVEWAY, PAD OR F.G. ELEVATION AT FOUNDATION, F.F. ELEVATION, HIGH POINT ELEVATION OF DRAINAGE SWALE, ELEVATION AT TOP AND BOTTOM OF SLOPES, DIMENSIONS OF THE LOT, DRAINAGE PATTERN AND SLOPE OF DRAINAGE, EXISTING CUT OR FILL SLOPES, AND TRACT, LOT NUMBERS, ADDRESS AND OWNER.
5. SHOW LOCATION AND DETAIL OF ALL PROPOSED RETAINING WALLS WITH ELEVATION AT TOP AND BOTTOM OF WALLS. WALLS OVER 4' IN HEIGHT MEASURED FROM THE BOTTOM OF THE FOOTING, AND WALLS SUPPORTING A SURCHARGE, ARE REQUIRED TO BE ENGINEERED.
6. ANY TWO STORY PORTION OF A STRUCTURE MUST BE A MIN. OF 10' FROM SIDE P/L.
7. SHOW EXACT LOCATION, DIAMETER, DRIPLINE, AND EXISTING ELEVATION AT BASE OF ALL OAK TREES. PLANS SHALL BE ACCOMPANIED BY A CERTIFICATE BY A REGISTERED CIVIL ENGINEER OR LAND SURVEYOR ATTESTING TO THE ACCURACY OF THE TREE TRUNK AND DRIPLINE LOCATIONS WHEN EXISTING OAK TREES ARE IMPACTED IN ANY WAY BY CONSTRUCTION.
8. OFF-SITE PUBLIC IMPROVEMENTS (CURB, GUTTER, SIDEWALK, PAVING) MAY BE REQUIRED BY THE CITY ENGINEER.

DRAWN BY:
C.A.C.
DESIGNED BY:
DATE:
4/18/94
FILE NAME:
PR-M-31.DWG

CITY OF PASO ROBLES
ENGINEERING DIVISION
STANDARD PLOT PLAN
FOR
SINGLE FAMILY PROJECTS

DRAWING NO.
M-3.1

SECTION THROUGH GARAGE





Time Frame for Completion of the Plan Review Process

City of Paso Robles Building Division Phone (805) 237-3850 Fax (805) 238-4704

ATTENTION CONTRACTORS AND DEVELOPERS:

Effective December 14, 2000, quoted time frames for completion of the plan review process for Single Family Residence and Commercial/Industrial projects (excluding that time consumed by the contractor or developer for correction and/or amendment) shall be as follows:

Initial plan review (first plan check):

Forty-five (45) working days (this excludes weekends and holidays) will be required to complete the initial plan review process.

Second plan review (plans recheck):

Forty-five (45) working days (this excludes weekends and holidays) will be required to complete the second plan review (recheck).

Plan review for small permits:

Thirty (30) working days for initial plan review for all small permits which include; addition, remodel, tenant improvements, patio covers. Allow *twenty (20)* days to complete the second plan review (recheck).

- ** Please note that the time frames quoted above do not include that time period when plans are in the possession of the contractor, developer, drafts person, or architect for correction and/or amendment.
- ** Requests from individuals for priority plan review on initial submissions or rechecks will not be acknowledged. Plans shall be reviewed on a first come, first serve basis.
- ** The Building Division will neither quote nor be responsible for that time frame required by the City Engineering Division to process site drainage plans, or grading plans. Those time frames must be discussed with the City Engineer.



CITY OF EL P a s DE ROBLES
"The Pass of the Oaks"

February 26,2008

SUBJECT: Penalties for Work Performed Without Required Permits / Approvals

The City has recently experienced a growing number of instances where developers, contractors and/or property owners have undertaken grading, construction and related work without first obtaining the necessary City permits or approvals. The number and extent of these problems have made it necessary to discuss the penalties for work occurring without City permits I approvals.

At its February 20,2001 meeting, the Paso Robles City Council reviewed a report on the problem of work occurring without permits I approvals and directed City staff and the City Attorney to take steps to address these code violations through the use of criminal prosecution, as authorized by the City's Municipal Code.

Please note that under criminal prosecution, the maximum penalties for work being done without the required permits / approvals are fines of \$1,000 per day and/or 6 months imprisonment. These penalties have long been a part of the City's Municipal Code, and the purpose of this notice is to advise you that the City will be actively enforcing its provisions.

The City wishes to avoid criminally prosecuting any person doing work occurring without a required permit or approval. Therefore, your cooperation and understanding would be sincerely appreciated. In that context, you are encouraged to contact this office any time you have a question regarding whether or not a particular project or activity would require a City permit or City approval.

Please feel free to contact me should you have any questions or other information needs.

Sincerely,



Ronald Whisenand

Community Development Director

**INFORMATION PERTAINING TO APPLICATION FOR BUILDING PERMIT,
CITY OF PASO ROBLES**

The following information should be filled out as completely as possible. Failure to do so may impede the permit process

PLEASE PRINT:

OWNER (S): _____ PHONE: (____) _____

OWNER (S) ADDRESS: _____ E-MAIL: _____

TENANT (S): _____ PHONE: (____) _____

TENANT (S) ADDRESS: _____ E-MAIL: _____

AGENT FOR OWNER: _____ PHONE: (____) _____

AGENTS' ADDRESS: _____ E-MAIL: _____

PROJECT ADDRESS: # _____ STREET _____ LOT _____ TRACT _____

ARCH./DRAFTSMAN: _____ PHONE: (____) _____

ARCH./DRAFTSMAN ADDRESS: _____ E-MAIL: _____

CONTRACTOR: _____ PHONE: (____) _____

ADDRESS: _____ E-MAIL: _____

CONTRACTORS' LICENSE NUMBER: _____ LICENSE CLASS: _____ EXPIRATION DATE: _____

PROJECT INFORMATION: SCOPE OF WORK: _____

VALUE OF PROJECT: \$ _____

PERMIT REQUESTED: BUILDING _____ DEMOLITION _____ MECHANICAL/PLUMBING/ELECTRICAL _____

SWIMMING POOL/SPA _____ SIGN _____

TOTAL SQUARE FEET OF BUILDING: _____ GARAGE: _____ PATIO/DECK: _____

SETBACKS: FRONT: _____ FT. SIDES: _____ FT. REAR: _____ FT.

NUMBER BEDROOMS: _____ NUMBER BATHROOMS: _____ NUMBER OF STORIES: _____

OCCUPANCY GROUP: _____

CONSTRUCTION TYPE: _____ I A, II A _____ IIIA, VA _____ II B, III B, IV, V B

APPLICATION # _____

PLEASE COMPLETE THE REVERSE SIDE



CITY OF EL PASO DE ROBLES

1000 Spring Street
Paso Robles, CA 93446

Notice to Property Owner

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder.

We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

____1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "'Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

____3. I understand as an "'Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "'employer" under state and federal law.

____6. I understand if I am considered an "'employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "'employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.



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CONSENT OF LANDOWNER FORM

Consent for Building Permit Type: _____

Project Address: _____

Property Owner: _____ Day Phone: _____

Mailing address: _____

City: _____ Zip Code: _____

Person authorized to act as Agent/Applicant: _____

Applicant/Agent Day Phone: _____

Mailing address: _____

City: _____ Zip Code: _____

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a building permit is being requested, do certify that:

- I. Such application may be filed and processed with my/our full consent. The applicant is authorized to act as my agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Paso Robles or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Property owner signature Date

BUILDING DIVISION APPLICATION NUMBER: _____