Building & Safety Division

GENERAL INFORMATION – BUILDING PERMITS

Community & Economic Development Department
City of Soledad
248 Main Street, Soledad CA 93960
Ph: (831) 223-5041

We encourage you to call or visit us at the Building & Safety Division before you submit your building permit application. We will answer your questions and let you know if your proposed project is within the City's development guidelines.

Do You Need to Hire a Professional? Ask us. The City is committed to explaining the process as clearly and concisely as possible. However, the permit process can be complex, even for those experienced with it. Depending on the size and type of your project, you may need the services of a licensed professional. In fact, State law may require that a portion or your entire project be prepared by a licensed architect or engineer. Our best advice is to check with the staff in the Building & Safety Division to determine if the Services of licensed professional will be needed.

Applying for a Permit. You may apply for a building permit when the plans for your proposed project are complete and Planning approvals, if required, are granted. To apply, you must turn in an application package at the Building & Safety Division of the City's Community Development Department, Consisting of:

- A completed application form
- The plan review fee
- Copies of required plans
- Supporting documentation (structural, energy, soils analysis)

The application form is available at the Building & Safety counter. The information included on the plans and the number of copies will vary, depending on the specifics on your project.

The Review Process: What happens next? After your application is submitted, we will review your plans. Depending on the nature of the project, the review could involve several departments. The Building & Safety Division will determine compliance with building, plumbing, mechanical, electrical, energy conservation, disabled access codes, and water allocation regulations. The Fire Department will check for compliance with fire safety requirements. The Public Works Department will check for compliance with flood control, drainage, driveways, and public improvement requirements. The Planning Division will verify compliance with use, parking, lot coverage, building height, setback, and density requirements.

Obtaining a Permit: How long will it take? The City reviews plans submitted with applications on a first-come, first-served basis. However, we are committed to processing your plans as quickly and efficiently as possible. If your project has received all required Planning approvals and your application package is complete, the City's goal is to complete the initial plan check within the following time frames, with any significant deviation from these tines to be communicated to the applicant directly by the responsible plan reviewer.

Category Initial Plan Check Time Project Examples.

- Minor project 4 weeks Single family home, commercial or residential remodel, tenant improvement
- Standard project 6 weeks Commercial, industrial or multi-family residential project
- Major project 8 weeks Hotel, shopping center, large housing or industrial project

Corrections, Clarifications, and Changes. The Building & Safety Division will notify you when the initial plan review for your project is completed. If the plans cannot be approved as submitted, we will provide you with lists of necessary corrections from all departments which reviewed your plans.

Minor corrections can be made on the original plans submitted. However, if major changes are necessary, or if minor corrections are numerous, you will be required to correct the base drawings and resubmit copies of the revised plans. Initial submission of thorough and complete plans will help avoid numerous revisions.

When revised plans are submitted, they will be distributed to the departments that generated the initial corrections for a second review. Plans submitted for recheck will generally require less processing time than required for the initial check. The City's goal is to process rechecks within two weeks of the resubmitted date.

Issuing the Permit. After the City determines that the plans satisfy all code requirements, you will be notified of the approval and asked to pay all remaining fees. Upon payment, we will be issued a building permit. You can then begin construction.

Inspections. We will inspect your project as work progresses. You will be given an "inspection record" card with the permit and you must have it available during all inspections. The card must be signed by an inspector after each phase of your project is completed, but before you begin the next phase. In addition, you must keep one copy of the approved plans at your construction site to assist you, your contractor and the inspector during construction. Building & Safety Division staff will conduct an inspection on any weekday you request, provided you call (831) 223-5041 to request an inspection by at least 4:30 p.m. THE DAY BEFORE you wish the inspection to take place.

Completing Your Project. Although it is essential that you complete the inspection process, you do not have to finish your project during any fixed time period. From the day you pick up the permit, you are allowed 180 days (six months) to begin work on your project. Once construction begins, you must continue to work on your project to avoid permit expiration. When work is completed, you must obtain approvals from all departments listed on the "Blue Card" (issued to you with the permit) before final inspection by the Building & Safety Division. With final approval, we will issue "utility releases" allowing electricity and gas services to be connected, as well as certificate of occupancy, if required for your project.

Why is the permit process so complex? The process of issuing a building permit may seem complex. It involves many city departments and outside agencies, and it may include a separate Planning process. We are required by law to enforce numerous State and local construction and development regulations to insure that your project is safe and is an asset to the community.