

Guidelines for Partial Building Permits

Purpose: Uniform Building code Section 106.4.1 states:

The Chief Building Official may issue a permit for the construction of part of a building or structure before the entire plans and specifications for the whole building or structure have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of this code. The holder of a partial permit shall proceed without assurance that the permit for the entire building or structure will be granted.

The following is a list of minimum requirements that must be fulfilled before a partial building permit may be issued:

1. All land use, site development, foundation and special inspection issues shall have been resolved and a preliminary review has been completed.
2. If applicable to the project the Public Works Department shall have approved all site drainage and public works improvements including all applicable fees, encroachment permits, bonds, etc.
3. The Fire Department shall have approved all site development features such as access, fire hydrants, etc.
4. Two sets of plans containing all of the information pertinent to the partial permit shall be submitted. This shall include any applicable soils reports, special inspection program form, calculations, hazardous materials management plan and other information deemed by the Chief Building Official to be pertinent and necessary for the performance and inspection of the work.
5. The developer or contractor shall have paid any development fees required to be paid at the issuance of a building permit, including fees for Art in Public Places, Traffic Impact, etc.
6. Permit fees shall be paid for the entire scope of work to be covered by the permit.
7. The attached waiver form shall be completed, signed and returned.