

**Referral #3**  
**“One-Stop Shop”**

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Tuesday, September 27, 2016

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## About Us

### Building Division

#### Organization Charts

The mission of the Building Division is to oversee private construction for the purpose of protecting the safety of San Jose's citizens and facilitating the City's economic development objectives. This is accomplished through implementation of Building, Plumbing, Mechanical, Electrical, zoning, Engineering, Energy and disabled Access codes and laws for construction of residential, commercial and industrial developments.

The Building Division processes over \$1 billion worth of construction projects each year. The Division issues permits for more than 30,000 projects (one permit every five minutes), conducts over 190,000 inspections (one inspection every 45 seconds), and responds to over 300,000 phone inquiries (one phone customer every 25 seconds) each year.

#### Visit the Building Division website

### Building Plan Review

Project approval begins with the review of all construction plans for residential, commercial, and industrial buildings and structures. The applicant submits a complete set of Building, Plumbing, Mechanical and Electrical plans, specifications, and supporting documentation. The Building Division analyzes the plans to verify that the proposed construction is designed to meet the minimum safety requirements specified in the codes. The Building Division staff must also verify that projects have obtained the necessary Planning, Public Works or Fire Department clearances.

Each year, the Building Division provides plan review services for approximately 5,000 projects. The Division recognizes the need to expedite project review services, and has developed several separate review and approval tracks depending upon the scope, complexity, and urgency of construction. These include:

1. Express Plan Check: This process is reserved for less complex residential and commercial/industrial projects. Customers make an appointment for their plans to be reviewed. The review process takes approximately one hour.
2. Consultant Plan Review: In order to facilitate a reasonable plan check turn-around time with our large workload particularly during peak activity periods, a large number of projects are sent out to consultant plan checkers. The plan check consultants are hired by and paid for by the City and work directly for the Building Division to supplement the workload that can be handled by the City Plan Check staff.
3. Third-Party Plan Review: In order to facilitate projects which require faster than normal plan check turn-around times, the Building Division allows the applicant to use the services of a third-party plan checker. In these cases the applicant hires and pays for a third-party plan checker from a pre-approved list. This allows the applicants to arrange for plan check services which meets their particular time demands. Although this service does not substitute for the city plan checker, it facilitates substantially faster plan approval and start of construction.

The Building Plan Review process results in the preparation of a set of plan check comments with required corrections. After all corrections are made, the plans are approved for permit issuance.

### Permit Issuance

The Building Permit Center assists citizens and issues Building, Plumbing, Mechanical, Electrical and minor planning adjustment permits when applicants have obtained the appropriate plan approval. The Building Division also coordinates and ensures that applicants have obtained the necessary clearances from Planning, Public Works, Fire and outside agencies (e.g., school districts, Health

Department, etc.). The permit authorizes the customer to begin construction and request inspection services required to obtain a final inspection and/or a Certificate of Occupancy.

Each year the Building Permit Center serves over 40,000 walk-in customers, and issues over 30,000 permits. Building Division customers comment that the quality of service is much improved since the Permit Center redesign, despite the record number of permits issued and customers served. The Permit Center accepts major credit cards for the payment of Building Division permits and services.

The Building Division is in the process of developing an automated system for processing permit applications. The "Integrated Development Tracking System" (IDTS) will improve the response to information inquiries by citizens as well as expedite plan review and permit issuance.

### **Inspection Services**

The Building Division provides inspection services within a 24-hour response time for 95% of its customers. Inspections are requested by telephone and taken by the Division's Phone and Records Section staff. Approximately 300,000 phone calls for inspections and other services are handled by the Division each year.

The Building Division completes approximately 190,000 inspections each year, as each one of the 30,000 permits issued requires an average of six (6) inspections. At the end of each business day, approximately 500 inspection requests are forwarded to the Building Inspection Section for scheduling the next day. Inspections are distributed to inspectors, who are assigned to 25 different areas within the City.

In order to provide better customer service, the Building Division created and implemented a combination inspection program in 1993. This program provides building, plumbing, mechanical, and electrical inspections by one inspector for residential buildings.

Building Division field inspectors and supervisors are equipped with cellular phones. This provides direct communication among staff and customers. Our field inspectors can contact supervisors or access voice mail messages where other telephone facilities are not available. This communication link allows improved communication capability during a state of emergency or disaster.

After various stages of construction have been inspected and approved, the Building Division approves the final inspection and issues a Certificate of Occupancy. This certifies that the building meets all the appropriate codes, structural, zoning, health, safety, and access regulations and is safe to inhabit or occupy.

### **Other Important Building Division Activities**

#### **Record Storage and Retrieval**

The Building Division is required to retain all copies of permits and final building plans issued by the Division. Copies of permit documents are furnished to customers upon request. Approximately 5,000 requests for records are processed each year by the Records Section Staff. This task has been expedited by the Department's Document Imaging Records Management System. This system allows the Building Division to store digital pictures of all approved building plans and permits for immediate retrieval via computer.

#### **Unreinforced Masonry Program**

The Building Division oversees the construction work of unreinforced masonry (URM) buildings whose owners have chosen to retrofit their buildings. The program was established to ensure the retrofit of buildings which are susceptible to seismic activity. The Building Division provides extensive plan check and inspection services to ensure that the structures in this program are strengthened.

#### **Improvements in the Building Division**

Since 1992, several major improvements in the Building Division have been made to improve the services to San Jose development review customers and enhance economic development. The following is a summary of some of these achievements:

- Reorganized the Building Division to be responsive to customer's needs.
- Created a Building Division one-stop permit center.
- Merged Building, Plumbing, Mechanical, and Electrical plan check functions to allow concurrent review of all trades.
- Merged Building, Plumbing, Mechanical, and Electrical field inspection functions to provide greater flexibility and efficiency in inspection scheduling.
- Created combination inspection program to streamline and increase efficiency of residential tract and remodel inspection services.

City of San Jose Planning Division Overview

- Created express plan check process for certain residential, commercial and industrial projects, substantially increasing same-day, over-the-counter project approval.
- Achieved approximately 50% reduction in turnaround time for all plan check services.
- Reduced inspection request lead-time from 3 to 4 days to a maximum of 24 hours for 95% of inspection requests.
- Eliminated requirement for most plumbing, mechanical, and electrical plan checks.
- Eliminated requirement for common interest development (CID) inspections.
- Instituted an appointment system for all Building Division permit services.
- Expanded the one-stop permit center concept by consolidating the Fire Department plan check staff, and some Planning staff in the Building Division.
- Instituted noon-hour (12-1) phone and permit center services.
- Instituted Automated Telephone Call Management System.
- Instituted payment of permits and services by credit card.

Last Modified Date: 6/15/2012

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As a customer-driven organization, the City of San José welcomes any suggestions you might have to help us serve you better.

**Referral #9**  
**Third-Party Review**

DEPARTMENT OF PLANNING AND PERMITTING  
RULES RELATING TO ADMINISTRATION OF CODES

CHAPTER

1 GENERAL PROVISIONS

- § 20-1-1 Definitions
- § 20-1-2 Public information
- § 20-1-3 Rulemaking
- § 20-1-4 Declaratory rulings

2 PERMIT PROCESSING

- § 20-2-1 Applicability
- § 20-2-2 Maximum time limits
- § 20-2-3 Exceptions
- § 20-2-4 Allowable areas of review
- § 20-2-5 Plans not approved after second review
- § 20-2-6 Extensions
- § 20-2-7 Additional plans
- § 20-2-8 Optional one time review process
- § 20-2-9 Optional "third party" review process

3 ENFORCEMENT

- § 20-3-1 Applicability
- § 20-3-2 Notice of Violation
- § 20-3-3 Administrative enforcement
- § 20-3-4 Addition of unpaid civil fines to taxes, fees and charges
- § 20-3-5 Enforcement procedure for graffiti damage to public property
- § 20-3-6 Housing code violator sign
- § 20-3-7 Other legal remedies

4 VIOLATIONS REQUIRING RELOCATION ASSISTANCE

- § 20-4-1 Applicability
- § 20-4-2 Information requirements
- § 20-4-3 Determining existence of displaced person
- § 20-4-4 Relocation expense
- § 20-4-5 Reimbursement of relocation expenses
- § 20-4-6 Right to appeal

5 SPECIAL INSPECTION

- § 20-5-1 Purpose
- § 20-5-2 Special inspectors
- § 20-5-3 Test for special inspectors
- § 20-5-4 Application requirements
- § 20-5-5 Renewal of registration

6 MATERIAL AND METHOD APPROVAL

- § 20-6-1 Purpose
- § 20-6-2 Request for approval
- § 20-6-3 Preapproval
- § 20-6-4 Disodium octaborate tetrahydrate (DOT)

7 THIRD PARTY REVIEW

- § 20-7-1 Purpose
- § 20-7-2 Eligibility
- § 20-7-3 Application requirements
- § 20-7-4 Renewal of registration
- § 20-7-5 Ethics declaration
- § 20-7-6 Duties of "Third Party" reviewers
- § 20-7-7 Fees

DEPARTMENT OF PLANNING AND PERMITTING  
CITY AND COUNTY OF HONOLULU

REPEAL OF THE RULES OF THE BUILDING DEPARTMENT GOVERNING THE ENFORCEMENT OF CODES AND REGULATIONS BY THE BUILDING DEPARTMENT OF THE CITY AND COUNTY OF HONOLULU (1999); AND ADOPTION OF RULES RELATING TO ADMINISTRATION OF CODES OF THE DEPARTMENT OF PLANNING AND PERMITTING (adopted **OCT 12 2004**).

SUMMARY

1. Rules Governing the Enforcement of Codes and Regulations by the Building Department of the City and County of Honolulu, effective date December 15, 1999, is repealed.
2. Rules Relating to Administration of Codes of the Department of Planning and Permitting is adopted.



CHAPTER 7  
THIRD PARTY REVIEW

- § 20-7-1 Purpose
- § 20-7-2 Eligibility
- § 20-7-3 Application and registration requirements
- § 20-7-4 Renewal of registration
- § 20-7-5 Ethics declaration
- § 20-7-6 Duties of third Party reviewers
- § 20-7-7 Fees for services performed by third party reviewers
- § 20-7-8 Review of work conducted by third party reviewers and suspension and revocation of registration.

§ 20-7-1 Purpose. The purpose of this chapter is to provide an optional process for review of plans and submittals for building permit applications and to establish requirements for individuals to become qualified "third party reviewers" to review plans and submittals for building permit applications.

§ 20-7-2 Eligibility. The following individuals and organizations are considered to be eligible to be qualified to perform a third party review:

- (1) Structural engineers licensed by the State of Hawaii and registered by the department under this chapter, may review for conformance to the structural portions of the Building Code of the City and County of Honolulu, including Regulations within Flood Hazard Districts and Developments Adjacent to Drainage Facilities.
- (2) Mechanical engineers licensed by the State of Hawaii, and registered by the department under this chapter, may review plans for conformance to the Plumbing Code of the City and County, ROH Chapter 32 - Building Energy

Efficiency Standards, Fire Protection systems requirements of the Building Code of the City and County of Honolulu, and State Department of Health Regulations regarding Air Conditioning and Mechanical Ventilation systems not reviewed by the State of Hawaii, Department of Health.

- (3) Electrical engineers licensed by the State of Hawaii, certified by the International Code Council ("ICC") as an Electrical Plans Examiner, and registered by the department, under this chapter, may review for conformance for the Electrical Code of the City and County of Honolulu and the Building Energy Efficiency Standards.
- (4) Architects licensed by the State of Hawaii and registered by the department under this chapter, may review for conformance for the non-discretionary requirements of the Land Use Ordinance. Individuals shall also pass a written exam for the Land Use Ordinance as administered by the department with a minimum passing score of 70 percent.
- (5) Architects Engineers, licensed by the State of Hawaii, certified by the International Code Council ("ICC") as a Building Plans Examiner and registered by the department under this chapter, may review for conformance to the nonstructural portions of the Building Code of the City and County of Honolulu.
- (6) The International Code Council Architectural and Engineering Services may review for compliance with the Code.

§ 20-7-3 Application and registration requirements.

(a) Individuals or firms seeking third party review registration with the department, shall submit for the department's review, a completed department-supplied application form, evidencing that the individual or firm: (1) possesses the appropriate licenses, specialized knowledge, and experience to perform the review; (2) is in good standing and if the individual or firm was the subject of prior adverse determination(s) by a court or regulatory authority, including any disciplinary board; and (3) shall agree to thereafter, annually submit evidence to the department confirming the validity of such appropriate licensure.

(b) Individuals or entities seeking third party review registration must have one or more of the following qualifications: a minimum of nine years of licensed applicable full-time work experience, with full responsibility for interpreting, organizing, executing, and coordinating project design plans and specifications, and must meet all other job qualification requirements as set forth in the position description set forth in the City and County of Honolulu's Department of Human Resources' Class Specification for "Structural Engineer II," "Plans Examining Engineer III," "Mechanical Engineer V," "Electrical Engineer V," and "Land Use Plans Checker IV," and knowledge of State laws, City ordinances, and other applicable requirements relevant to review of the submittal documents.

(c) Each third party reviewer applicant, shall possess the required knowledge and experience to perform the code compliance reviews in the disciplines for which the individual or firm is seeking third party review registration. Such knowledge and experience, which shall include at a minimum possession of a current national certification as a plans reviewer, issued by a certifying agency recognized by the International Codes Council, in the

discipline or disciplines in which the reviewer is applying to perform reviews.

(d) Individuals or entities seeking third-party review registration to perform reviews of plans and specifications for buildings and other structures for compliance with Chapter 21 of the Revised Ordinances of Honolulu (as amended) ("Land Use Ordinance"), shall submit to a written examination administered by the department, and shall obtain a score of at least 70 percent to demonstrate sufficient knowledge of the Land Use Ordinance. The department reserves the right to require and administer a re-examination in the event that substantive, non-technical changes are made to the existing Land Use Ordinance.

- (1) For each examination or re-examination administered, the third party review applicant shall pay an examination fee of \$25.00.
- (2) Individuals or entities seeking third party review registration that fail to obtain a score of at least 70 percent on the examination, may apply to retake the examination. Applications to retake the examination shall be submitted not earlier than six (6) months from the date of the administration of the examination in which the applicant failed to obtain a passing score.

(e) Within five (5) business days of the department's notification to the individual or firm confirming the individual or firm's registration to conduct plan review, the individual or firm shall remit a registration fee of \$300.00 to the department.

(f) A list identifying individuals and/or organizations registered as third party reviewers shall be prepared, updated as necessary, and made available to the public.

§ 20-7-4 Renewal of Registration. A third party reviewer's registration shall automatically expire on July 31, two (2) years following the date of the individual or firm's registration. Third party reviewers may obtain a renewal of registration once every two (2) years by: (a) submitting a completed department-provided Renewal Form documenting the third-party's continued eligibility, including proof of requisite liability insurance; and (b) remitting a Renewal Fee of \$300.00 prior to the expiration of the third-party reviewer's registration. If the third-party reviewer fails to submit the required renewal information and fails to remit the required renewal fee prior to the expiration of the renewal deadline, the third-party reviewer's registration becomes null and void. Registrations which have expired for non-payment of renewal fees on or before the renewal deadline may be restored within one (1) year upon remittance to the department of an additional \$300.00 fee for each renewal. The third party reviewer must demonstrate continued eligibility at the time of renewal.

(a) The third party reviewer shall immediately notify the department in writing of any change affecting the third party reviewer's eligibility to conduct compliance reviews.

§ 20-7-5 Ethics Declaration. Individuals or firms seeking third party review registration shall submit a declaration to the department stating that the individual or firm shall maintain the individual's or firm's independence as registered until the expiration or relinquishment of such registration, and further acknowledging that the individual or firm:

- (1) Will not undertake a review of plans involving a project designed by the individual or firm, the individual or firm's

employees, or the individual or firm's contractors affiliated with the project;

- (2) Does not have a conflict of interest with the owner, the preparers of the submittal documents, or the City;
- (3) Has no prior pecuniary interest in the project for which the third party reviewer has been retained to perform third party review services, or other relationship with the owner, which would result in an ethical conflict;
- (4) Shall disclose the nature and extent of any conflict of interest, which shall be reviewable by the Director;
- (5) Will not appear on behalf of private interests before any agency other than a court of law, nor shall such person represent private interests in any action or proceeding against the interests of the City in any litigation to which the City is a party;
- (6) Will not acquire any financial interest in business enterprises which the third party reviewer has reason to believe may be directly involved with regard to services to be rendered by the third party reviewer;
- (7) Will not participate, as an agent or representative of any department or agency of the City and County of Honolulu, in any official action directly affecting a business or matter in which: (1) the third party reviewer such person has a substantial financial interest; or (2) by or for which a firm of which the third-party reviewer is a member, an associate, an employee has been engaged as a legal counsel or advisor or

consultant or representative in a matter directly related to such action;

- (8) Shall not disclose any information which by law or practice, is not available to the public, and which the third party reviewer acquired in the course of the third party reviewer's duties, and shall not use such information for third party reviewer's personal gain or the benefit of anyone.

The director shall report any violations of § 20-7-5 to the appropriate professional organization, and/or governmental agency authorized to investigate such complaints.

§ 20-7-6 Duties of third party reviewers.

(a) Third party reviewers who are retained by an owner to perform plan review services, shall conduct such review of the 100% design submission of plans and specifications for the purpose of certifying that the proposed design/project is in compliance with the Code, ordinances, rules, and other requirements;

(b) As deemed appropriate by the Director, third party reviewers shall perform independent analyses of the plans and specifications submitted to the department to confirm the conclusions of the submittal documents;

(c) Third party reviewers shall review, certify, and provide documentation in accordance with the City's requirement(s) for the project submitted for the building permit. Documentation may include, but shall not be limited to:

- (1) Building code compliance analysis such as type of construction, height and area limitations, and building separation or exposure protection, and copies of the comment sheets for the project;

- (2) Classification of occupancy;
- (3) Land Use data, such as uses, floor and building areas, bonus areas, parking/loading space calculations, yard, height setbacks, open space;
- (4) AutoCAD media for AutoCAD drawings;
- (5) Restrictive Covenants;
- (6) Copy of required discretionary approvals such as, Special district permit, Conditional Use permit, Park dedication;
- (7) Requirements for fire-rated walls, fire-rated doors, fire dampers and corresponding fire-resistive ratings, smoke compartmentation, smoke barriers;
- (8) Analysis of automatic fire suppression systems and fire protected areas;
- (9) Smoke control systems;
- (10) Fire alarm system (the type of alarm system and location of the fire alarm equipment and fire zones);
- (11) Fire detection system (the type of alarm system and location of the fire alarm equipment and fire zones);
- (12) Standpipe systems and fire extinguishers;
- (13) Interior finish ratings;
- (14) Identify the various occupancies and hazardous areas associated with the project;
- (15) Fire Department access;



- (16) Special Inspection form;
- (17) Called Inspection form;
- (18) Flood Certifications;
- (19) Lighting calculations;
- (20) Structural calculations;
- (21) Hydraulic calculations;
- (22) On-site fire protection;
- (23) The design review process, including the reasons for and results of any independent analyses;
- (24) Any design deficiencies identified by the third party reviewer and resolution of such deficiencies by the plan preparer;
- (25) Verification of the adequacy of the final design submittal documents. For the purposes of this section, "final design submittal documents" means the submittal documents with any amendments included as a result of the third party review process;
- (26) Information relating to any outstanding code interpretations pertaining to acceptance and approval by the building official;

(d) The third party reviewer's designated authority under this chapter is limited to acknowledging compliance with only those Federal, State, and other City agency requirements defined in § 20-1-1 herein.

(e) Certifications by third party reviewers shall be limited to only those areas/disciplines approved by the department and in which the third party reviewer is duly qualified.

(f) Third party reviewers shall not have any authority to approve alternate use of any material, alternate design or methods of construction, alternate construction materials, or performance-based designs.

(g) Third-party reviewers shall not have any authority to grant modifications, variances, waivers, exemptions, or other discretionary approvals. Approval of building permit applications are subject to compliance with any and all applicable discretionary permits and/or discretionary land use approvals, including but not limited to, variances, waivers, zoning adjustments, and exemptions. The issuance hereunder of any permit or third party approval of plans, specifications, and other data, permits the building permit applicant to proceed with the proposed work, and shall not be construed as a permit or other approval authorizing the violation, exception, or waiver from compliance with the Code or other applicable law, nor shall it be construed as a determination as to whether the building permit applicant has complied with any other applicable laws not specifically identified in this chapter. Notwithstanding third party review approval, owners remain subject to appropriate enforcement action by the Department.

(h) The third party reviewer shall immediately notify the department in writing upon the discovery of any discrepancies relating to the third party reviewer's review and analysis of the plans and specifications submitted to the Department. The disclosure requirement shall not extend to any matters of as-built construction, nor to any design changes made subsequent to the completion of the third party review.

(i) Certifications by third party reviewers shall be transmitted to the department in writing, and shall include submittal to the department of a completed department-provided certification form and a copy of the 100% design submission of plans and specifications reviewed. The department may provide a checklist to assist owners in the submittal process; however, such checklist is intended to serve as a general guide only and shall not be construed as a permit or other approval authorizing the violation, exception, or waiver from compliance with the Code or other applicable law, nor shall it be construed as a determination as to whether the building permit applicant/property owner has complied with any other applicable laws and/or regulations not specifically identified in this chapter.

(j) The completed certification form prepared by the third party reviewer shall be included with the third party reviewer's report and shall contain the third party reviewer's signature and a professional stamp stating that the plans have been reviewed for compliance with the code and the required number of copies as provided in ROH 18-4.2 shall be submitted to the building official.

§ 20-7-7 Fees for Services Performed by Third-Party Reviewers. Any fees and costs for services performed by third party reviewers shall not be governed by, nor monitored by the City and County of Honolulu.

[Eff **OCT 30 2004** ] (Auth: ROH §16-1.1, §17-2.1, §18-4, §19-2.1, §21-1.30)

§ 20-7-8 Review Conducted by Third-Party Reviewers and Suspension and Revocation of Registration.

(a) The department reserves the right to monitor and conduct unannounced audits of work performed by third-party reviewers.

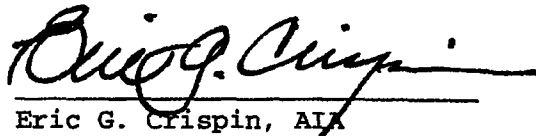
(b) If the department discovers that the plans review conducted by a third party reviewer does not meet the requirements of the Code, administrative rules and regulations herein, or if the department discovers that the third party reviewer has otherwise failed to comply with any requirements of this section, the department shall notify the third party reviewer of same and temporarily suspend the third-party reviewer's registration pending a review by the director to determine whether the third party reviewer's registration shall be permanently suspended and revoked.

(c) In connection with the review by the director to determine whether the third party reviewer's registration should be permanently suspended and revoked, the third party reviewer may submit information in response to the alleged violation(s) for the director's consideration.

(d) The third party reviewer's registration may be reinstated upon a determination by the director that the third party reviewer has corrected the violation that formed the basis for the suspension or revocation.

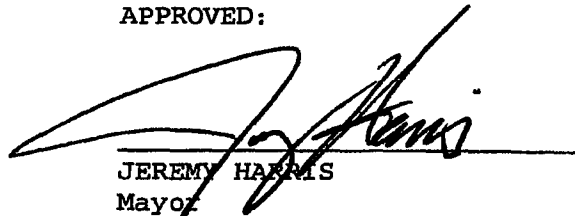
(e) Following such review, the department shall suspend or revoke the certification or registration of an individual or firm if the director determines that such certification or registration was issued on the basis of incorrect information or issued in violation of these rules, or if the approved third party reviewer refuses to comply with the rules or applicable statutes. If the department suspends or

revokes the approval of a third party review, the reviewer shall be given notice of the revocation with the reasons set forth therein.



Eric G. Crispin, AIA  
Director  
Department of Planning  
and Permitting

APPROVED:



JEREMY HARRIS  
Mayor  
City and County of Honolulu

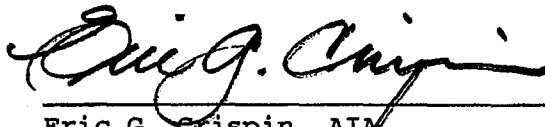
Dated: 10/12/04

APPROVED AS TO FORM  
AND LEGALITY:

  
Deputy Corporation Counsel

These rules were adopted on October 12, 2004, following a public hearing held on December 12, 2003, after public notice was given on November 10, 2003, in the Honolulu Star-Bulletin.

These rules shall take effect ten days after filing with the City Clerk of the City and County of Honolulu.



Eric G. Crispin, AIA  
Director  
Department of Planning  
And Permitting

FILED:

Given unto my hand and affixed  
with the Seal of the City and  
County of Honolulu this  
20th day of October,  
2004.



Denise C. De Costa  
City Clerk

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Department of Planning and Permitting  
City and County of Honolulu

**THIRD PARTY REVIEW CERTIFICATION FORM**

Project Title: \_\_\_\_\_

Building Permit Application No.: \_\_\_\_\_

Tax Map Key Number (s): \_\_\_\_\_

Owner's Name (Print): \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

The undersigned hereby certifies that the undersigned is duly qualified and registered with the Department of Planning and Permitting as a Third Party Reviewer as set forth in Sections 20-7-2 through 20-7-6 of the Department of Planning and Permitting's Administrative Rules, and that the undersigned has reviewed the owner's building permit submission, in compliance with applicable permitting requirements, Section 20-7-6 of the Department of Planning and Permitting's Administrative Rules, and that, in the undersigned's professional opinion, the building permit plans submitted by the owner, are in compliance with the codes, ordinances, rules, and other applicable requirements as set forth in Section 20-1-1 of the Department of Planning and Permitting's Administrative Rules.

Building Code of the City and County of Honolulu - Structural:

Name (Print): \_\_\_\_\_

State Registration Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Building/Housing Codes of the City and County of Honolulu - Nonstructural:

Name (Print): \_\_\_\_\_

State Registration Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Code of the City and County of Honolulu:

Name (Print): \_\_\_\_\_

State Registration Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical requirements as defined in Section 20-7-2(b), Department of Planning and Permitting's Administrative Rules Relating to Administration of Codes:

Name (Print): \_\_\_\_\_

State Registration Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Land Use Ordinance:

Name (Print): \_\_\_\_\_

State Registration Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Code of the City and County of Honolulu -- Residential:

Name (Print): \_\_\_\_\_

State Registration Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_





**CONVICTION FOR VIOLATION OF LAW:**

1. Have you ever pleaded guilty or no contest (*nolo contendere*) to a MISDEMEANOR or FELONY, or is there any such charge now pending??

YES\*                       NO

If you answered YES, you must provide the following information: (if necessary, a separate sheet may be used and attached):

Nature of Criminal Violation: \_\_\_\_\_  
Date of Criminal Violation: \_\_\_\_\_  
Disposition / Outcome of Criminal Violation: \_\_\_\_\_  
Date of Disposition /Outcome of Criminal Violation: \_\_\_\_\_  
County: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Court: \_\_\_\_\_ Case number: \_\_\_\_\_

Are there any lawsuits, complaints, disciplinary actions or other administrative or judicial proceedings pending against you in which an adverse determination was rendered against you relating to services performed in your professional capacity?

No                       Yes

If you answered YES, please explain in detail below (if necessary, a separate sheet may be used and attached):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all statements on or in connection with this application, including those regarding my education and employment record, are true and correct to the best of my knowledge. I agree and understand that any misstatements or omissions of material facts may cause forfeiture on my part of all rights to registration as a Third Party Reviewer. I also agree that I possess the required errors and omissions insurance coverage in an amount to be determined by the City and County of Honolulu's Department of Budget and Fiscal Services.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Basic Fee:                                      \$300.00

Please make check payable to:      City and County of Honolulu

**SUPPLEMENTAL SHEET FOR EXPERIENCE VERIFICATION**

**EXPERIENCE** (List only experience in the specific fields for which certification is requested):

Dates: From \_\_\_\_\_ to \_\_\_\_\_ No. of Months: \_\_\_\_\_  
(Month/Year) (Month/Year)

Project Name: \_\_\_\_\_

Brief Description of Project (Materials, Size, Etc.): \_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

\*Contact Person/Phone Number: \_\_\_\_\_

Your Title: \_\_\_\_\_

Your Duties: \_\_\_\_\_

**EXPERIENCE** (List only experience in the specific fields for which certification is requested):

Dates: From \_\_\_\_\_ to \_\_\_\_\_ No. of Months: \_\_\_\_\_  
(Month/Year) (Month/Year)

Project Name: \_\_\_\_\_

Brief Description of Project (Materials, Size, Etc.): \_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

\*Contact Person/Phone Number: \_\_\_\_\_

Your Title: \_\_\_\_\_

Your Duties: \_\_\_\_\_

**EXPERIENCE** (List only experience in the specific fields for which certification is requested):

Dates: From \_\_\_\_\_ to \_\_\_\_\_ No. of Months: \_\_\_\_\_  
(Month/Year) (Month/Year)

Project Name: \_\_\_\_\_

Brief Description of Project (Materials, Size, Etc.): \_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

\*Contact Person/Phone Number: \_\_\_\_\_

Your Title: \_\_\_\_\_

Your Duties: \_\_\_\_\_

\*Required to verify experience.

**THIRD PARTY REVIEWERS  
CERTIFIED LIST OF INDIVIDUALS  
(UPDATED 09/08/16)**

TPR Registration No.	Name	Certified For	Expiration Date
TPR-001	David K. Wong dba Third Party Review Hawaii 2440 Date Street, #1004 Honolulu, Hawaii 96826 Bus. (808) 721-7432 Fax: (808) 946-0933	Structural	7/31/10 (EXPIRED)
TPR-002	Melek Yalcintas Amel Technologies, Inc. 1164 Bishop St., Ste.124-302 Honolulu, Hawaii 96813 Bus. 590-2340	Mechanical	7/31/07 (EXPIRED)
TPR-003	Charles J. Williams 22421 NE 20 <sup>th</sup> Street Sammamish, WA 98074 Bus. (425) 836-2833	Structural/ Building Code	7/31/07 (EXPIRED)
TPR-004	Chang Kim 1. Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665 2. Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-005	Phiroze Wadia c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-006	Consortio D. Manuel c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-007	Bernard Laporte c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Electrical Code Building Energy Efficiency	7/31/12 (EXPIRED)
TPR-008	Gene Albano 1. Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665 2. Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code Building Energy Efficiency	7/31/18

TPR-009	Michael Krijnen c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/18
TPR-010	Anthony Wilkins c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/18
TPR-011	Marco Italia c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	EXPIRED
TPR-012	Todd Bailey c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Nonstructural Building	7/31/18
TPR-013	Steven Block c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Electrical	7/31/16 (EXPIRED)
TPR-014	David A. Bartholomew c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	07/31/18
TPR-015	Garrick H. Koga c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	07/31/18
TPR-016	Ricardo S. Sitjar c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Structural	7/31/16 (EXPIRED)
TPR-017	William R. Gebhardt c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	07/31/18
TPR-018	Frank Y. Katakura c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code	07/31/18

TPR-019	Lawrence T. Higa c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-020	Xiang Yee c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Structural	7/31/18
TPR-021	Anthony M. Chan c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-022	Ronald E. Fitch c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Electrical Code Building Energy Efficiency	7/31/18
TPR-023	Thomas B. DeCosta c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/16 (EXPIRED)
TPR-024	Bahman Kheradpey c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-025	Donald Shaw c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/18
TPR-026	Wyman K. Fong c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-027	John S. Chardoul c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-028	Robert F. Taylor c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/10 (EXPIRED)

TPR-029	Mark Sunberg c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/12 (EXPIRED)
TPR-030	Lena Molnar c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Building Code	7/31/12 (EXPIRED)
TPR-031	Mike Elbanna c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Electrical Code	7/31/16 (EXPIRED)
TPR-032	Peter Kogan c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Mechanical Code	7/31/18
TPR-033	Zbigniew L. Drozd c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-034	Thomas R. Curtis c/o Bureau Veritas North America, Inc. 970 N. Kalaheo Avenue, Suite C-316 Kailua, Hawaii 96734 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/10. (EXPIRED)
TPR-035	Daniel H. Lee c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Building Code Structural & Nonstructural	7/31/18
TPR-036	James R. Vinci c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Structural	7/31/18
TPR-037	Darren Y. T. Lee c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code Residential	7/31/18
TPR-038	Robert D. Pittman c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18

TPR-039	William John Zastrow c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-040	David H. Tobita c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Dept. of Health Regs.	7/31/18
TPR-041	Tsuyoshi Bunden c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Structural	7/31/18
TPR-042	Garry D. Neavitt c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Building Code	7/31/18
TPR-043	Glen C. Kam c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Mechanical Code	7/31/18
TPR-044	Arnie C. Valero, AIA c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code	7/31/18
TPR-045	John K. Maute c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068	Electrical Code	7/31/17
TPR-046	Paul W. Craig c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068	Electrical Code	7/31/17
TPR-047	Victor L. Russell c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Mechanical Code	7/31/18
TPR-048	Darin K. Okuda c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Structural	7/31/18

TPR-049	James S. Johnson 1. c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068 2. c/o TRB and Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583 Bus. (925) 866-2633 Fax (925) 790-0011	Electrical Code	7/31/17  7/31/18
TPR-050	Glenn Yokomichi c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Electrical Code	7/31/18
TPR-052	Cristian Son c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Electrical Code	7/31/18
TPR-053	Thomas Trimberger c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Building Code Mechanical Code Building Energy Efficiency Fire Protection Systems State Health Dept. Regs.	7/31/18
TPR-054	Shawn Y. Matsumoto c/o Enersol, LLC P.O. Box 6623 Kaneohe, Hawaii 96744 Bus. (808) 664-1068	Structural	7/31/17
TPR-055	Jagadish A. Patel c/o Tower Third Party Review 1837 Kalakaua Avenue #101 Honolulu, Hawaii 96815 Bus. (808) 942-8811 (808) 737-4849	Electrical Code	7/31/18
TPR-056	Bruce K. McClure c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Building Code	7/31/18
TPR-057	William W. Wong Asia Pacific Architectural Consultants P.O. Box 19232 Honolulu, Hawaii 96817 Bus. (808) 356-8788 (808) 778-5988	Residential	7/31/17
TPR-058	Jimmy S. Wu Prowork Pacific 2889 Ala Ilima Street #3B Honolulu, Hawaii 96818 Bus. (808) 384-3388	Residential	7/31/17



TPR-059	Iaokeng A. Ho c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/18
TPR-060	Lance A. Uchida c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Plumbing Code Building Energy Efficiency Fire Protection Systems State Health Dept. Regs	7/31/18
TPR-061	Gregory A. Quinn c/o Palekana Permits, LLC 765 Amana Street, Suite 208 Honolulu, Hawaii 96814 Bus. (808) 941-3232	Residential	7/31/18
TPR-062	Jeoffrey S. Cudiamat Structural Hawaii, Inc. 1255 Kuala Street #2 Pearl City, Hawaii 96782 Bus. (808) 488-5000	Building Code Structural & Nonstructural Residential	7/31/18
TPR-063	Shen-Gong Wu c/o Bureau Veritas North America, Inc. 841 Bishop Street, Suite 1100 Honolulu, Hawaii 96813 Bus. (808) 531-6708 Fax (808) 537-4084	Structural	7/31/18
TPR-064	Jimmy Q. G. Lam c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	7/31/18
TPR-065	Roy A. Noda c/o Independent Third Party Review 851 Pohukaina St., Bldg. C, Bay 4 Honolulu, Hawaii 96813 Bus. (808) 366-0665	Structural	7/31/18
TPR-066	Tonya M. Dale 4D Design-Build P.O. Box 686 Kailua, Hawaii 96734 Bus. (808) 636-9029	Residential	7/31/18
TPR-067	Umur A. Turkalp Residential Design LLC P.O. Box 17802 Honolulu, Hawaii 96817 Bus. (808) 371-6607	Residential	7/31/18
TPR-068	Michele L. D'Amico D'Amico Design Group, LLC P.O. Box 22578 Honolulu, Hawaii 96823 Bus. (808) 221-2868	Residential	7/31/18
TPR-069	Aly Haidar 225 Queen Street, #8-F Honolulu, Hawaii 96813 Bus. (808) 745-3656	Building Code (Nonstructural)	7/31/18




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## BROKEN: STUCK IN PERMIT PURGATORY

Almost everyone agrees the building permit system puts many ordinary businesses through agony. The county governments say they are not entirely to blame and are working to improve the system.

 Dennis Hollier | © *September, 2015*

Hideo Simon can barely contain his frustration.

“It took me six months,” he says, “just to get my building permit for this place.”

We’re speaking in Square Barrels, his new restaurant in Bishop Square, and he has to raise his voice to be heard over the hubbub of the crowded dining room. It’s a bright, modern space, with tall ceilings and a row of high-backed booths against the wall.

Behind the bar, a rank of unmarked taps dispenses two dozen varieties of beer.

The stylish restaurant, Simon says, is the culmination of his lifelong obsession with gourmet burgers and craft beer, a taste that's clearly shared by the downtown Honolulu crowd. The place is packed for Wednesday's lunch hour. But, according to Simon, Square Barrels almost failed before it started, nearly done in by the City and County of Honolulu's byzantine system for issuing building permits.

The problem, he says, is it's just too complicated and time-consuming to get even a basic building permit. An application, particularly for a commercial project, may require a handful of departments to sign off. In addition to the review at the Department of Planning and Permitting, it may need to be stamped by the fire department, the Board of Water Supply, wastewater and elevator officials, the State Historic Preservation Division, et al. Navigating this process, Simon says, can be complex. And he's no neophyte. In 2012, he and his partners opened Pint + Jigger, a successful King Street gastropub that also stumbled its way through the permitting maze, so Simon knew what he was getting into. This time, he even hired Bureau Veritas, one of the city's so-called third-party reviewers. These are city-certified private companies that officially review plans for building code compliance, and then act as expeditors, helping shepherd permit applications through the other departments that need to sign off. But, according to Simon, even with a third-party reviewer, the process was painfully slow.

**“It's ridiculous for the city to expect you to hang tight for six months.”**

— Hideo Simon, Co-owner, Square Barrels restaurant

“Just for one person to sign off,” he says, “it takes at least a couple of weeks of review from each department. And that’s on top of the time it takes for the third-party review. So, I go to the third-party reviewer and they make their comments. Then, they take the plans to the DPP, and it comes back with notes. Then we get the architect to change the notes. Then it goes back to DPP and they say it needs more notes, and blah, blah, blah. Each and every step takes a month, it seems like. And I don’t even know which department needs to sign off on every one of these bits.”

All of this costs money, Simon says. The owners must pay for the permit, fees for the third-party reviewer, costs for a draftsman or architect to change the plans, plus rent and salaries for key employees while they wait for the restaurant to open. Most important, the business owners forego any income until the permits are approved and the actual construction is finished. It’s just too much to expect for a small-business man, Simon says.

“The reality is I built this place before I got the permit for it. I didn’t get my permit until three weeks after I opened the doors. If a building inspector had come by, he could have easily pulled the plug on the whole thing and I would have been hanging in the wind. I would be bankrupt. It’s ridiculous for the city to expect you to hang tight for six months.”

Simon’s story isn’t unique, of course. What sets him apart is that he’s willing to speak on the record about his permitting problems (to the chagrin, he says, of his wife and partner, Grace Simon). Most business owners won’t, fearing reprisal the next time they need a permit. That’s what makes it so difficult to report on the problems at DPP. But almost everyone knows a business owner, contractor or home builder with a nightmare permitting story to tell – a tale of applications lost in the system, of inspectors who never show up, of a seemingly endless succession of delays. But, absent

more business owners willing to come forward, like Simon, it's difficult to document how widespread the problem really is, or whether the blame lies with reviewers at DPP, or with applicants themselves.

Not everyone thinks DPP is doing a bad job. Heidi Levora, whose family owns Anchor Systems Hawaii, a foundation contractor, says she's been successfully running permits for several years and has developed a rapport with the people at the department.

it) **“So far, we’re not making much headway. All the measures we’ve taken just have us treading water” because of the boom in construction.”**

— **George Atta**, Director, Honolulu Department of Planning and Permitting

“It’s nice to be on a first-name basis with these folks,” she says. “Sometimes they’ll engage in creative problem solving with me, which saves a trip back and streamlines the process greatly. I have not witnessed any favoritism at all, ever. They really try to make the system as fair as possible. I do see staff responding more warmly toward calm, pleasant individuals. That’s human nature.”

So, how do we resolve the differing experiences of Simon and Levora? How do we get beyond the inevitable contradictions in this kind of anecdotal evidence? Maybe the best approach is to look for honest brokers within the system itself.

## **SOURCE OF THE PROBLEM**

One person with an interesting perspective is George Atta, a former principal of the architectural and design firm Group 70, and now the director of Honolulu’s Department of Planning and Permitting. As someone who’s been on both sides of the permitting counter, Atta isn’t shy about addressing criticism of the department.

“The standard complaint,” he says, “is that the review time takes too long. I would say that’s a valid complaint most of the time. The process does take a long time. Sometimes, that’s our fault. Sometimes we assign the review to a person who doesn’t follow through. Sometimes we have bad apples who will hold on to the permit. We don’t have a good enough supervisory system set up, so, whether out of intent or negligence, the permit gets held up. We often don’t know it at the upper management level until the customer complains. So, sometimes the problem employees end up holding permits for some time.”

But that’s not the whole story, Atta says.

“Other times, the fault is with the people preparing the plans. We have some people who we call ‘rubber stampers’. These are architects and engineers that will do things on the cheap.”

By that, he means they either create rudimentary, low-quality plans, or they stamp the unprofessional or incomplete plans of their clients with their own seal of approval and submit them for review at DPP.

“Our guys will red mark them and send them back,” Atta says. “What these rubber stampers are doing is using our staff for quality control rather than having good plans up front.” This takes additional time as plans go back and forth for comments and corrections. But that was the intention all along. “So the rubber stampers don’t complain, but their clients complain. But they just tell them, ‘It’s stuck at DPP.’ So, many times, our staff gets blamed because you end up going through multiple review cycles, and that takes time.”

However, Atta attributes most of the growth in permitting delays to the changing nature of regulation itself.

“Over the years, land-use regulations and building codes have become much more complex,” he says. “For example, historic site reviews never existed before. In the 1950s and 1960s, they didn’t have to go through NEPA (National Environmental Policy Act) reviews. They didn’t have to send their reviews to design access boards for American Disability Act compliance. That came in the late 1980s. Before that, they didn’t have to go through those compliance reviews. Every year, new things like these come up – new things to review. The building code back in, say, 1929 was only an inch thick. You could carry it in your back pocket. Today, you have a two- to three-foot stack of binders. The sheer volume of regulation has increased dramatically, and every one of those regulations has added complexity and additional time to the process. That has been a large factor in slowing things down.”

## **SOLUTION**

So, how should we address these problems? In a sense, DPP itself was created to help solve them. Getting a building permit used to mean running all over town. Each step in the process required a visit to a different agency. To simplify things, most of the agencies involved in permit reviews underwent a kind of roll-up.

“The DPP is the consolidation of three whole departments and parts of two other departments,” Atta says. “One was called the Department of General Planning; another was called the Department of Land Utilization; and the third was called the Building Department. But, in 1998, under Mayor (Jeremy) Harris, these three were consolidated into one, much larger, department. Then, to consolidate all the permitting functions, they also brought in the wastewater branch, which issued sewer permits, and also Public Works site development, the civil engineering investigative body.”

This consolidation didn’t solve all the problems – applications still have to make the rounds at several different agencies – but it at least put them mostly under one roof. In theory, that should make the process more efficient.

That's not all DPP has done to address the permitting issues. In addition, Atta says, the department has tried to make it easier to get permits for simple projects.

"For example, we're making it so you can get some permits online; it doesn't have to come through staff review. PV panels, for example, can be permitted online. You fill in a form, pay a fee with a credit card and print your permit. ... This works for the projects that have a fairly standardized process. For these simpler projects, we're trying to either put them online or use counter permitting. So, for things like fence permits and driveway permits, we're saying the clerks up front can issue those. Hopefully, that can help eliminate the backlog."

"The other thing we're working on," Atta says, "is something called the 'one-time review.' One of the things that delays projects is having multiple cycles of review. Plans are red marked and sent back to the designer several times. Over the years, reviewers have gotten into the habit of (using this approach to catch mistakes). My guys have just gotten used to doing it that way."

The problem is that this can turn into a longwinded back and forth between designers and reviewers. One-time review was created to short circuit this cycle, Atta says.

"I tell my guys, 'Now, you only have one bite at the apple. Make all your comments once rather than use multiple cycles of review.' That forces our guys to do a thorough review up front. Then, after the applicant makes the changes, the next time we just do a cursory review. My guys are unhappy because they know they might miss things. If they have multiple bites of the apple, they're less likely to miss anything. I tell them, 'If you miss anything, the inspectors out in the field will catch it.'"

But this approach butts up against another problem for the department: There aren't enough inspectors. Simon, for example, complains of waiting weeks for the follow-up inspections necessary to close his permit. In fact, the manpower shortage is a problem



throughout DPP. Dennis Enomoto, owner of the third-party reviewer Palekana Permitting and Planning, traces the human resources problem back to the reorganization of the department.

**These land-use-plan checkers, with their newly created authority, have become the linchpin of the permitting system for the county.**

“What happened was they had a hiring freeze, way back in Mayor Harris’ time. I don’t want to dis what they did, but they reorganized the department and they had a hiring freeze. I think that created a staff shortage as well as – I don’t know what you’d call it – an experience shortage. Now, for the last several years, a lot of the 30-year veterans are retiring. And, since they weren’t hiring people, you don’t have all these backfills.”

Still, Enomoto attributes 85 percent of the problems at DPP to the quality of the plans people submit for review. “Everybody disses on the guys and complains a lot, but, to me, there’s a lot of good people over there. Ninety-five percent are just trying to do a good job. But the basic responsibility for the building permit is that they’re a regulatory agency. They say, ‘You’ve got to do it like this,’ but people don’t want to hear that. They go out of their way to tell them how to do it, but customers still get upset.”

Even while acknowledging the human resource shortage is a problem, Atta, too, subtly shifts the responsibility to the applicants.

**GETTING BETTER?**

In the latest BOSS survey, we asked more than 700 leaders in the construction industry (including construction companies, architectural firms and suppliers), whether the counties’ permitting processes had improved over the past four years. A majority said no.



Source: QMark Research conducts the BOSS survey.

“During the height of the PV boom,” he says, “we sometimes had months when the inspectors couldn’t come out to close the permit. But now, with one-time review, the inspectors will have to catch things, if the plan checkers don’t catch it. My guys don’t like that. I try to remind them that

our job is protecting health and safety issues, but, at the end of the day, the liability rests with the contractor. The permit is not a guarantee that everything will be up to code and that all the regulations are enforced. After all, even if the drawings are correct, construction may not follow the plans, maybe in order to save money. But my guys are still unhappy with not getting multiple bites at the apple.”

Of course, another attempt to speed things up at DPP was the institution, in 2006, of the ~~third-party review system~~. A summary of how that system works highlights both the complexity of the permitting process and its basic rationale. Enomoto walks us through the process when clients come to Palekana for help:

“We take their plans and try to go through them real quick to make sure the major elements are there. Then, we schedule up. We go down to the Building Department at DPP, log it in and start the routing process with the city. You actually have to go to the city and sit down with staff and they go through the plans and they see who all needs to look at the plans – zoning, Board of Water Supply, sometimes the State Historic Preservation, sometimes elevator. Then, they create this routing. They have to physically log it in. They have certain stamps that they have to put on the plans; that’s the log in. Then, you officially get an application number. That puts you in the queue. Then, based on the routing, you can start taking it around to the various agencies for review and approval.”

Concurrently, he says, Palekana consultants are reviewing the customer’s plans for code compliance. “More than likely, that would be building – that’s for almost everything – electrical, mechanical and sometimes structural.”

Then, Enomoto says, the third-party reviewer begins to run the plans by the different departments on the routing list. “In this process, we generate comments, and the city agencies generate comments as well, and then we send those to the design team to respond. So, they make their corrections and eventually we get the approvals from

everybody. We consolidate the sets, take them back to the Building Department, which does a quick review to make sure everything is in place, all the routing gets signed off and then they issue what they call an 'approve to issue notice.' Then, the contractor can take that and go down and pick up his permit."

As complicated as third-party review sounds, Enomoto says it works well most of the time for Palekana. "For some of the simple projects, we take four to six weeks or so, versus three to four months" without third-party review.

But Enomoto is less sanguine about another method DPP introduced to speed up things: ePlans, a computerized system that, as the name suggests, was supposed to allow designers to file plans electronically.

**"Everybody disses on the guys (at DPP) and complains a lot, but to me, there's a lot of good people over there. Ninety-five percent are just trying to do a good job."**

— Dennis Enomoto, Principal, Palekana Permitting and Planning

"That's not going well," he says. "It's a computer system that requires very specific formatting and that kind of thing. You know how it is: garbage in, garbage out. The system requires you to submit things really precisely, so it's hard. Everybody messes up and that causes delays. Again, the city is busy, so it cannot get to the corrections right away, so that causes a lot of problems."

Even strong advocates for DPP, like Heidi Levora, say the city's digital effort falls short.

"I've heard the ePlan program is hard on the inputer's eyes," she writes. "If they hit one wrong key, everything they've been working on can disappear. They can't be interrupted, which means even easy-to-answer questions have to wait. I sure hope, for

their sakes, they get a more user-friendly program soon.”

Like many permit applicants, Levora says she still prefers the face-to-face approach.

But the potential for a system like ePlans to help meliorate the problems at DPP is obvious. For example, Enomoto points out, it would allow the different agencies to review projects simultaneously rather than sequentially. Right now, permit applicants have to submit three identical sets of plans: site plans, which will stay at the building location; a tax set, which goes to the Tax Office for their records; and the building file set, which will ultimately remain with DPP. The problem, he says, is that, even though you have three sets of plans, all the agencies want to see the building file set, because it becomes the official plans.

“That means you’ve still got to run those plans by each department consecutively instead of concurrently. But, if everybody got to see an electronic copy, ePlans would allow them to look at it concurrently. It has a lot of features you can overlay, so you can see all the different changes.”

So, instead of fighting the ePlans system, Enomoto says, the staff at Palekana is trying to learn it. “I think we have about 80 plans in there now and they’re beginning to come out a lot faster. It’s a work in progress, but it seems like it’s getting better.”

## **ANOTHER APPROACH**

Honolulu isn’t the only county with complaints about its permitting system. Even though they don’t experience the volume of permit applications that Oahu does, the Neighbor Islands still face many of the same problems. Like Honolulu, they’re scrounging for answers. In some instances, they adopt Honolulu’s approach. For example, Hawaii County has implemented a one-time review system similar to

Honolulu's. But the Neighbor Islands are also cognizant of the differences between them and Oahu. Duane Kanuha, planning director for Hawaii County, describes the impetus and direction of some recent changes to that county's permitting process.

"As an administration, we've been looking at how to improve the system for maybe a year already. Billy Kenoi, the mayor, basically said, 'I had three platforms when I was elected two terms ago. One of them was to improve the mass transit system. I believe we've done that,' he said. 'Another one was to provide more parks and complete more roadway projects, and we've done that,' he said. 'The third one was to improve the building and permitting process. And,' he said, 'I still get people grabbing me in the airport and at functions and venting at me in terms of how long it's been taking for what they consider a simple thing.' So, he had team members in the administration basically put their heads together to fix it."

Because planning directors throughout the state meet regularly to discuss common issues, Kanuha was familiar with what was happening at DPP in Honolulu.

"They've basically mushed everybody under Planning – all the line agencies: Permitting, what we call over here the Department of Environmental Management, sewers and all that stuff. All that got mushed under planning. So, when the mayor gave us this charge, I'm sitting there going, 'Ah, shoot! He's going to want to do the same thing they did in Honolulu. And, sure enough.'"

Kanuha's concern was well-founded, of course, but he also knew that Hawaii County isn't the same as the City and County of Honolulu. "The thing is, they've been into their system for 10 or 12 years and George (Atta) would be the first to admit there are still lots of bugs in it. But those of us on the Neighbor Islands look at it and go, 'Whatever the issues are, none of us have the flow of permitting that Honolulu has.'"

Even so, at first, he says, the Big Island's plan looked similar to Honolulu's. "Here in Hawaii County, the Hilo building that the Planning Department is in also has Parks and Recreation, Public Works, and Real Property Tax. So, one of the first things everybody looked at was: OK, either Planning moves across the hall to Public Works; or Public Works moves over to Planning. Then, we narrowed it down to: Maybe just the Building component of Public Works that moves over to Planning."

In the end, though, both approaches seemed pointless. Both would be costly and it wasn't clear that either department would have enough space to house the extra people. More important, moving people around could raise union issues and require Council approval. "By charter," Kanuha says, "the function of Public Works is really separate from Planning. Public Works does Building and Permitting. Planning is just planning. So, to integrate those two, there was some talk that there may be a charter concern. And I think that's what happened with the City and County of Honolulu – it had to redo the whole charter to make the move happen."

If merging departments wasn't the answer, how could they get the apparent efficiencies of a merger without actually moving people around?

"What we ended up doing," Kanuha says, "was we kept both departments separate, but we reclassified our existing zoning clerks in the Planning Department to land-use-plan checkers. That position series allows them to look at both our land-use zoning components as well as building components. So, it's kind of like a merge of a zoning clerk and a building/permitting clerk. I think this is the same series that George (Atta) has in DPP. Then, we asked for three additional clerks, two in Hilo and one in Kona."

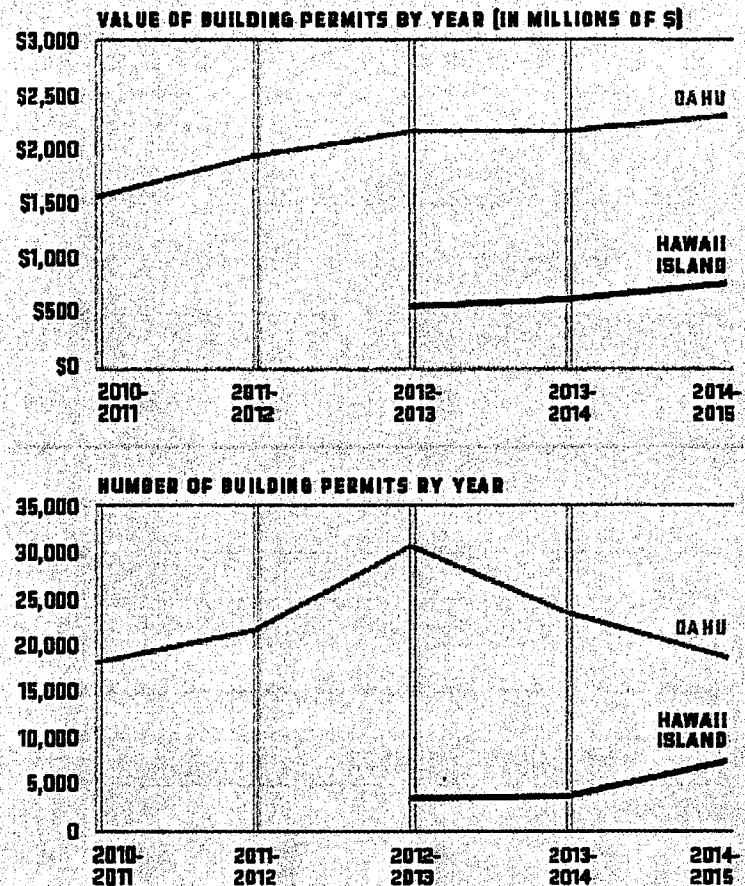
These land-use-plan checkers, with their newly created authority, have become the linchpin of the permitting system for the county. All applications now route through them, Kanuha says.

“In other words, you don’t go to Public Works anymore for your application. Every application for any building permit has to come to the Planning Department first. The reason is, we were finding over time, that someone would walk down to Public Works Building Division, hand in a set of plans for a project, get logged into the system, and then get into the planning review room, and our staff shows up, looks at this project and says, ‘Hey, you know you need this other permit in order to do this? You actually shouldn’t be here.’ What happened was, in the planning review room, the project that hadn’t satisfied all of the land-use and zoning stuff gets kicked out. In the meantime, the applicant has put his project in and thinks he’s all good to go. He’s been in the system for maybe a couple of weeks, and then he gets bounced out and has to go back to Planning. So, you get this, ‘You told me to go here. He told me to go there.’”

“One of our objectives is to make sure that whoever gets into the building permit process is all clear with the planning process first. Because sometimes there are things like special management area permits, or you need a variance or something, and it can take several months before you get it resolved. Some of the issues may require public hearings and all that stuff before you can even pull an application. So, the whole

## THE PERMIT FLOW

Although both Oahu and the Neighbor Islands have many of the same permitting problems, there are huge differences of scale.



objective of shifting everything over here to Planning is that our land-use-plan checkers will be able to check all the plans to make sure all the information required for the building permit to actually get issued is also there.”

In addition to creating these land-use-plan checkers, Kanuha says, the county also held stakeholder meetings to see what specific improvements the industry wanted. “They said, ‘What would really help everybody out is some kind of an express lane.’ If I’ve got a PV system, and the policy is ‘first in/first out,’ and I’ve got a condo in front of me, I’ve got to wait until that condo gets processed before my PV system pops up.’ So, we said, ‘Okay, we’ll take that under advisement.’

“The other issue among the stakeholders was the back end, the inspection side – the long delay between when you call for an inspector and when one shows up. That was basically a manpower issue. Actually, when we were going through the process, I think Public Works said, ‘At any given time, we probably have five inspectors to cover the whole island.’ ”

This, of course, is a funding issue, like so many of the problems facing local government.

## **RESULTS**

How are all these permitting improvements working? For the Big Island, it’s probably too early to tell, Kanuha says. “We only launched this on July 1, so we’ve only been at this for a few weeks now.” But this is Kanuha’s third time around in the government and he thinks he’s seen promising changes.

“Through my whole experience in government,” he says, “Public Works has always been Public Works and Planning has always been Planning. And a lot of times, people in Planning would say, ‘It’s not us; it’s over there in Public Works,’ or Public Works



would go, 'We don't have that; go see Planning.' That's why you've got these people feeling like they're being bounced back and forth, looking for whatever they're supposed to do."

Now, Kahuna says, even though the reorganization is new, he's seeing more cooperation between Planning and Permitting. "What's really interesting to me is the camaraderie between the Public Works people and my people in Planning. It's really cool because people we would normally say, 'It's them,' now, they're over here and they're saying, 'This is how we do it over there. They're on the counter with us folks, helping customers along – both in Hilo and in Kona. And we're starting to see where we have backlogs in our implementation – which is the same kind of backlog they used to have over in Public Works – but, now that everything is coming here and they have some catch-up time over there, they'll come over and say, 'You know, we can help you with some of this.'

"We had an example in Kona a couple of weeks ago where I think there were like 90 online applications – primarily PV things – that, because my guys were dealing with everything coming in over the counter, checking for land use requirements on everything, they just weren't able to get to everything. So, the Kona Public Works staff came up – they can see everything online – and they said, 'Looks like there's a backlog on the PV things.' And my guys said, 'Yeah, we just can't get to it.' And the Kona Public Works guys said, 'You know what, why don't you give it to us? We'll take care of that.' And they cleared off 90 applications in less than two days."

But most of the improvements seem to be coming from the increased authority of the land-use-plan checkers. For example, Kanuha says, some of the clerks are also getting training from the electrical inspectors on what they should be looking for in terms of electrical permits.

**“The standard complaint is that the review time takes too long. I would say that’s a valid complaint most of the time.”**

— **George Atta**, Director, Honolulu Department of Planning and Permitting

“Nobody has ever looked at that before except the electrical guys. But we’ve noticed that there’s a backup on the electrical side, again, because of processing. Since electrical permits and plumbing permits are all coming here along with the building permit applications, some of our clerks are learning how to do some preliminary calculations on the electrical permit side. That means, when the electrical guys over in Public Works get the stuff we’re through with, it’s kind of pre-checked, so they don’t get stuck having to start from zero.”

*Plan receptionist/pre-checker?*

Something similar is also happening with other agencies, he adds. “The program we’re trying to get into is what we call an ‘opt-out’ program. In other words, if somebody comes in with an application that meets your department’s specs, do you really have to see it and sign off? So, we’ve reached an agreement with some agencies that basically says, ‘If the application has A, B and Z in it, I don’t have to look at it.’ So, they’re basically saying, ‘We’re opting out.’ ”

Finally, Kanuha says, the reorganization is improving the interaction between the department and the public. “My guys are out there encouraging the clerks, saying, ‘Customer service is everything. Even if there’s some waiting involved, or the answer they get is not what they expected, just give them the customer service.’ And what I’m starting to hear is that when the clerks are helping with somebody’s issues, the people who are waiting are looking at the people being serviced by our clerks and they’re going, ‘This is interesting. People are taking the time to explain what you need, where you can get it, or saying we’ll help you do this.’ So, when their turn comes up, it’s not like a doctor’s office.”

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**“I have not witnessed any favoritism at all, ever.”**

— Heidi Levora, Co-owner, Anchor Systems Hawaii

So, things look promising for Hawaii Island, though it's very early in the process. Even though there are few complaints at this point, it's unclear whether the changes in the Hawaii County permitting process will speed things up. Back at the City and County of Honolulu Department of Planning and Permitting, things are less ambiguous.

“So far, we're not making much headway,” Atta says. “All the measures we've taken just have us treading water. When I ask our guys, ‘How come we're not doing better?’ they say, ‘We're processing more permits than ever before.’ And it's true. With this construction boom, we're processing more permits even though it's not going any faster. But we would really like to shorten the time it takes to get a permit. By the end of the year, we're hoping the average wait period is 10 percent faster than it was last year.”

For entrepreneurs like Hideo Simon, that may not be enough. He suggests changing the permit system so that, if your permit isn't reviewed within a certain time, then it's automatically approved. Similarly, if your inspector doesn't show up by such and such a date, you pass. Mostly, though, Simon wants the city to play a more supportive role for local businesses.

“We're trying to make a state that loves small businesses,” he says, “where it's not about the permitting process. Personally, I love burgers and beer. I just want to put great burgers and beer in front of my customers. I don't know what happened to my love of burgers, but now all my energy and effort are caught up in the process.”

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## Autumn R. Ness

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**From:** Kelley, Bill <BKelley@marincounty.org>  
**Sent:** Wednesday, September 21, 2016 11:44 AM  
**To:** Autumn R. Ness  
**Cc:** Crawford, Brian  
**Subject:** Marin County building permit streamlining initiatives  
**Attachments:** construction\_permit\_application.pdf; express\_permitting\_package.pdf; v 11-4-15 Third Party Services Package.pdf; e\_inspection\_reroofapplication.pdf

Hi Autumn,

It appears the programs you refer to are the ones covered in the following video from our website:

<https://www.youtube.com/watch?v=1Pt6TKqP8gA>

I'll address these and if you have additional questions, please let me know.

1. Our Over-the-Counter (OTC) program has been in place for many years and provides on the spot permitting for simple applications consisting of isolated electrical, mechanical or plumbing scopes of work; reroofing, residing and non-structural window and/or door replacements. This class of permit is typically for maintenance purposes and, therefore, does not require any plans to be submitted or reviewed prior to permit issuance. Each applicant is required to complete the (attached) Construction Permit Application and provide a complete description of the scopes of work performed under Item #1 on the application form. Upon payment of a modest fee, the permit is issued while they are at the counter. This "maintenance" class of permits account for more than 50% of our annual building permit volume, with the majority of these types of permits pulled by licensed contractors.
  - a. We are finalizing improvements to our new permit tracking software that will enable licensed contractors to pull Maintenance Permits online 24/7. Our target date for go live is Oct 24, 2016 to launch our (contractor only) self-serve online permitting for this class of permits, without need of, or intervention by, our County permitting staff.
  - b. Licensed contractors can also choose to use electronic inspection (e-Inspection), which allows them to take detailed photos of their work and send them to us for review by our inspectors, in lieu of scheduling field inspections for certain scopes of work within the Maintenance class of permits, (please see attached e inspection reroof application), which allows them enhanced control over their construction workflow.
  
2. Our Express Permitting program has been in effect for several years and provides while-you-wait permitting for simple applications that require the submittal of plans, as well as plan review and approval by Planning, Building and Safety, Fire and Land Development prior to issuance. The program is currently available two mornings each week, by appointment, and is achieved through bringing all review/approval entities to our permit counter (one-stop shop) for immediate review and approval while the customer is present. The "Express" class of permits is limited to simple improvements and alterations including residential solar (PV) installations, minor interior remodels and prescriptively constructed landscape retaining walls, per the (attached) Express Permitting Package. This program accounts for most of the residential solar (PV) permits we issue annually.
  - a. Due to increased popularity of this program, we will be increasing Express Permitting to four mornings each week (beginning October 3<sup>rd</sup>, 2016), and will begin looking at how we can expand the types of permit applications we can safely approve under this model.

3. Expedited plan review is achieved through the following two customer options have been in place for several years:

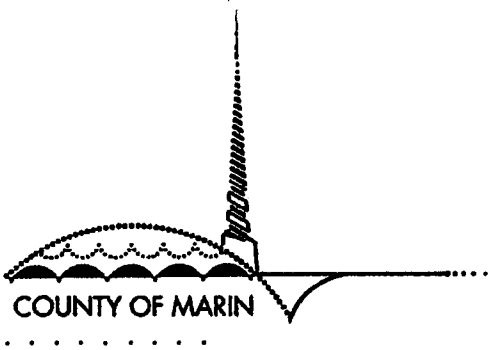
- a. ~~Third Party Services Program~~ (please see attached). Under this program, customers elect to choose to use qualified third party municipal service providers to perform either their plan review, field inspections, or both in lieu of having our County staff provide these same services in ensuring the project is compliant with all applicable codes and standards prior to permit issuance and permit final. This is a very popular choice with our customers because they perceive this option can save them permit processing time. We reduce our permit fees for customers electing to use this option.
- b. Our Overtime (OT) Plan Review and Inspection Programs are another option that is chosen less frequently by our customers. It requires our staff to volunteer to provide this service (typically on a weekend), in exchange for overtime pay; and requires the willing customer to pay the additional OT fee to cover the additional expense of the staff member. This option is occasionally chosen by the customer when dealing with critical construction timelines translating to significant expense for each day their project is delayed.

As the short video mentions, these programs have been introduced as customer service options which allow our customers greater control over their permitting process. All of our customer service options are purely voluntary on the part of the customer.

Also, please note that these represent local efforts designed to meet local constituent needs and sentiments and may/may not be a good fit in other jurisdictions with differing needs.

Please let me know if you have additional questions regarding our approach to placing the customer first in our permitting programs.

I hope this is helpful,



**William "Bill" Kelley, CBO**  
DEPUTY DIRECTOR, BUILDING & SAFETY

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Email Disclaimer: <http://www.marincounty.org/main/disclaimers>



COMMUNITY DEVELOPMENT AGENCY  
BUILDING AND SAFETY DIVISION

**THIRD PARTY SERVICES APPLICATION** VB-7-11-2013

APN #: \_\_\_\_\_ Date of request: \_\_\_\_\_ Approved by: \_\_\_\_\_

Third Party Services is a private service option CDA-Building & Safety allows that may be used by a permit applicant seeking swifter service than our normal plan review and/or inspection process can accommodate. **Once Planning has approved your permit application, Third Party Services must be pre-approved by the Building Official.** Additional fees and coordination will be required between the permit applicant and the third party service provider. Smaller projects may not realize a time savings when choosing this option.

Building address: \_\_\_\_\_ Type of construction: \_\_\_\_\_

Scope of permit: \_\_\_\_\_ Type of occupancy: \_\_\_\_\_

I wish to contract with the following private *plan reviewer*:

\_\_\_\_\_

I wish to contract with the following private *inspector*:

\_\_\_\_\_

Permit applicant (print): \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

**By initialling and signing the following, the permit applicant understands and agrees to each of the following:**

\_\_\_\_\_ I understand other County Agency approvals and/or inspections may still be required.

\_\_\_\_\_ I understand 2 sets of plans/documents with Planning approval are required by a private plan review agency. When private plan check is completed, return two sets of approved stamped plans/documents with Planning approval from the private plan reviewer to the Building Permit Counter for final review and processing prior to permit issuance. The processing may take two to five working days.

\_\_\_\_\_ I understand and agree the County's fees may not be waived or reduced because of my election to seek third party services for this permit application. I understand I will also compensate the private plan reviewer and/or private inspector for their service directly.

\_\_\_\_\_ I understand substantial changes, or deferred submittals, after issuance of the building permit, shall be reviewed by the same private plan reviewer, paid for directly by the permit applicant and may require additional County approvals.

\_\_\_\_\_ I understand and agree this application is elective and purely voluntary, and by willingly choosing to participate in this alternative plan review and/or inspection option I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of granting this application.

**By my signature below, I affirm I have read, understood and agree to the provisions of this application:**

Permit applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions for using this *Third Party Services Application* option**

**General instructions:**

1. Review our list of approved private plan review and/or inspection service providers on our *Approved Third Party Service Providers* list included with this form.
2. Complete, initial and sign our *Third Party Services Application* form on the other side of this page and submit with your building permit application for review and approval.
3. Once approved by the Building Official, follow the instructions (below) applicable to your permit.

**Instructions for using private PLAN REVIEW services:**

1. Coordinate with your third party plan review service provider directly to provide them the necessary documents and payment for their plan review services.
2. It is the third party plan review service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each plan review provided for projects within unincorporated Marin County.
3. Third party plan review service providers shall keep CDA-Building & Safety informed of all pertinent review and approval communication by emailing to [buildinginspection@marincounty.org](mailto:buildinginspection@marincounty.org) and including the words "PLAN REVIEW FOR (project address)" in the subject line of the email.
4. It is the permit applicant's responsibility to transmit all documents, stamped and approved by the private plan review service provider to CDA-Building & Safety for further processing and/or County review.

**Instructions for using private INSPECTION services:**

1. Coordinate with your third party inspection service provider directly to provide them the necessary documents and payment for their inspection services.
2. It is the third party inspection service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each type of inspection provided for projects within unincorporated Marin County.
3. Third party inspection service providers shall keep CDA-Building & Safety informed of all pertinent inspection and approval communication by emailing to [buildinginspection@marincounty.org](mailto:buildinginspection@marincounty.org) and including the words "INSPECTION FOR (permit number(s))" in the subject line of the email.
4. It is the permit applicant's responsibility to schedule inspections directly with the private inspection service provider and to transmit any documents, required by the private inspection service provider, or the County, to CDA-Building & Safety for further processing and/or County archiving.
5. Upon review and acceptance of each third party inspection report, CDA-Building & Safety staff will log the inspection and inspection results into the County permit tracking software for permanent record keeping.

**APPROVED THIRD PARTY SERVICE PROVIDERS**

This list is intended for use with the form Third Party Services Application. Our normal permit fees collected by the Building & Safety Division may still be collected. This third party option is additional and is intended to be available on an 'as-approved' basis as determined by the Building Official. The permit applicant is expected to contact and coordinate with the third party service provider directly regarding transmittal of plans, corrections, scheduling inspections, etc.

The following is a list of third party service providers which have already been approved by the Building & Safety Division. Other service providers may be used upon approval of qualifications by the Building Official:

<b>Plan Review &amp; Inspection</b>	Bureau Veritas 180 Promenade Circle, Suite 150 Sacramento, CA 95834	Phone: (925) 468-7400 Fax: (925) 468-7413
<b>Plan Review &amp; Inspection</b>	Seabrook & Associates 1550 Airport Blvd. Suite 202 Santa Rosa, CA 95403	Phone: (707) 544-9500 Fax: (707) 544-9502
<b>Plan Review &amp; Inspection</b>	Setterland and Associates 7895 Washington Avenue Sebastopol, CA 95472	Phone: (707) 829-3800 Fax: (707) 829-3854
<b>Plan Review &amp; Inspection</b>	TRB & Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583	Phone: (925) 866-2633 Fax: (925) 790-0111
<b>Plan Review &amp; Inspection</b>	Interwest Consulting Group 6280 Las Positas Blvd, Suite 220 Pleasanton, CA 94588	Phone: (925) 462-1114 Fax: (925) 462-1115
<b>Plan Review &amp; Inspection</b>	Sally Swanson Architects, Inc. 220 Sansome Street, Suite 1100 San Francisco, CA 94104	Phone: (415) 445-3045 Fax: (415) 445-3055
<b>Plan Review &amp; Inspection</b>	CSG Consultants Inc. 1257 Quarry Lane, Suite 100 Pleasanton, CA 9456	Phone (925) 931-0370 Fax (925) 931-0388
<b>Plan Review</b>	CodeSource CODEGREEN 7064 Corline Ct., Suite D Sebastopol, CA 95472	Phone (707) 823-8489 Fax (707) 823-8489

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**Item #3**  
**Pre-Approved Plans**



Permit Center  
Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895  
(253) 856-5300 FAX: (253) 856-6412  
[www.ci.kent.wa.us/buildingservices](http://www.ci.kent.wa.us/buildingservices)

## "Basic" Building Plans

A "basic" is a single family detached house design that has been pre-approved for construction, allowing a builder to construct houses of the same design on multiple sites without having to obtain plan approval each time. The use of "basic" building plans on sites in Kent is authorized by Council Resolution.

Plans submitted for approval as "basics" must be of sufficient clarity to indicate the design, nature and extent of the work proposed and show in detail that it will comply with minimum requirements of the applicable International and Uniform Codes as amended by the Washington Administrative Code (WAC) and all related codes and ordinances.

"Basic" plans must bear all of the authors' (including, but not limited to, the architect, engineer, or others) acknowledgments and approvals of the plans submitted for use in the construction of multiple buildings on multiple sites. If any portion of the structure is designed by a licensed architect or engineer, **state law requires that the plans must bear the original wet stamp and signature of the designer.**

### Submittal Requirements

One set of construction drawings, energy code calculations, structural calculations, engineer-stamped truss drawings and related documents must be submitted to the Permit Center along with a non-refundable plan review fee. At the time of submittal, the plan review fee will be based on the structure's calculated valuation. The calculated valuation is determined by multiplying the square footages shown on the application of the various house components (house, garage, covered porch, deck, etc.) by the amounts contained in the square-foot valuation charts currently used by the City of Kent. The fee is based on R108 of the International Residential Code and Council Resolution. The final valuation will be determined by the plan reviewer and assessed fees will be adjusted as necessary. The square foot area of each floor, the total living

area and the total building area must be listed on the first page of each "basic" building plan.

Plans must be complete, specific and definitive. Allowable optional features are very limited on "basic" plans. Some options to a "basic" plan allowed without requiring a secondary "basic" plan to be approved, include: a) optional fireplace locations within the exterior envelope; b) skylights; c) optional floor plans not affecting load path, egress, or smoke detectors, and; d) optional foundation systems (excluding basements) for steeply sloped lots. Those plans containing options which alter the exterior dimensions or structure of the building will not be approved except as a secondary "basic" plan in conjunction with an approved primary "basic".

Additional optional features can, however, be included in a separate secondary "basic" plan identical to the initial primary "basic", except for those specific optional features, at a reduced fee. These additional "basic" plans may include features such as an additional (or deleted) garage bay, exterior fireplaces or bay windows, hip or gable roof versions, basement, crawl space or slab versions, sunrooms, or an additional bedroom or bonus room or other room expansions and similar feature options. A separate application must be made for each secondary basic and **the specific options included in the secondary "basic" plan must be listed on the first page of the plans and in the project description section of the permit application.** A full plan check fee is charged for the primary "basic" plan. Any additional "basic" plan that is identical to the primary "basic", except for certain specified optional features discussed above, will be reviewed for the optional features only, at a reduced rate of \$93 per hour, rather than a full plan review based on the building valuation.

## Plan Review

Plans will be reviewed for compliance with all applicable codes and ordinances. If needed, a correction letter will be sent and/or redlined drawings and documents will be returned for corrections so that the applicant can make all necessary changes and corrections. The corrections shall be incorporated into a set of clean and complete plans and resubmitted, **along with the redlined drawings (if any)**, to the Permit Center for final review. Once all corrections are made and approved by the City, a final file copy on mylar or vellum of the plan and documentation must be provided to the Permit Center. At that time, the plan will be certified as a "basic" in the City of Kent and a "Basic Plan Approval Certification" letter will be sent to the applicant.

Once your "basic" plan is approved, you may apply for site-specific building permits. For each project based on an approved "basic", please provide a completed application form, one copy of the "Basic Plan Approval Certification" letter and five copies of the site plan. The Permit Center will provide an approved copy of the basic plan when an application for construction of that plan is approved for a specific site and a permit issued. The plan check fee for a site-specific application is \$69.00 for each permit, in addition to the normal permit and zoning fees, and building plan copy costs.

The normal processing time for a "basic" house plan review is approximately three weeks and one week for a site-specific plan review. However, increased workloads at certain times of the year may result in longer than anticipated review timelines.

## Structural Design

Structures that do not comply with the conventional, light-framing construction provisions of the 2003 International Residential Code Section R301 and Chapters 4 through 8 and/or buildings of unusual shape, size or split levels must be designed by a Washington State licensed architect or engineer. Calculations and plans must be wet stamped by the Washington State licensed architect or engineer responsible for their preparation.

Connections which resist vertical or lateral forces shall be detailed on the drawings. The location, type, size, and spacing of holddowns and the location and nailing schedules for required shear walls and diaphragms and drag struts shall be shown on the drawings. Any inconsistencies between the "basic" plans and the design calcula-

tions should be corrected before "basic" plans are submitted for review.

## Energy Code

Plan review for "basics" includes a review for compliance with the 2003 Washington State Energy Code. The plans must clearly indicate whether the Energy Code compliance is achieved by the component method or by the prescriptive design method. In addition, plans must clearly show details of the heating system with specific heating appliances; a window schedule; and details of ventilating systems, including fresh air intake sources.

## Foundations

Because "basic" plans will be used at various different sites with varying topography, foundations must be designed to comply with code requirements assuming a range of foundation heights up to eight (8') feet with not more than four (4') feet of unbalanced backfill. For a two-story dwelling built on soil with an assumed bearing capacity of 1500 pounds per square foot, concrete foundations comprised of footings supporting stem walls will need to have:

- Footings a minimum of 15 inches wide by 8 inches deep,
- One horizontal #4 rebar a minimum of 3 inches clear of the bottom of the footing,
- Vertical #4 standard hook rebars wet set to 3 inches clear of the footing bottom, not more than 4 feet on center, and extending a minimum of 14 inches into the stem wall,
- Stem walls a minimum of 8 inches thick, with one horizontal #4 rebar within the upper 12 inches, and
- 3000PSI air-entrained concrete.

Any sites so steeply sloped that the basic foundation design limitations will be exceeded must have a foundation system designed by a Washington State licensed engineer, submitted, approved and issued by the City as a revision to a site-specific permit.

## Expiration of "Basic" Plan Review

"Basics" are approved subject to the laws and ordinances in effect at the time of the initial plan review. If codes or other pertinent laws or ordinances are amended subsequent to the date of the original approval, certification of "basic" plans will automatically expire.

SACRAMENTO  
COUNTY

2013

# Infill Home Plan Program

**PROGRAM PARTNERS:**

**City of Sacramento**



Program Adoption 5-18-2010  
Updated 4-1-2013



## County Sponsored Infill Home Plan Program

The County of Sacramento is joining the City of Sacramento in an Infill Home Plan Program. Established by the City of Sacramento, this program was developed to streamline the process for development of high quality single family homes in older neighborhoods and redevelopment areas.

Under this program, the public can purchase plans that are **pre-approved** by the County's Design Review and Building plan check review process, saving time and money. Because of the nature of the program and with financial support from SMUD and SHRA the cost to purchase these plans from the Architect, is significantly less than one would normally pay to have a home designed. Private Developers may also request to have their plans pre-approved for repeated use in a small subdivision.

There are several plans to choose from to accommodate two different lot sizes; one for lots that are 40 feet wide (approx 4,000-4,800sf) and the other for lots that are 50+ feet wide (5,000sf +). Each plan has 2-3 elevations, and range in size from 1,260 sq. ft to 1,670 sq. ft. All come with garages. All homes have been designed to be consistent with the SMUD So-Smart Energy Efficient Home design, which exceeds the new 2010 Title 24 energy efficiency requirements. Home Plan upgrades to accommodate solar are also available as well as Home of the Future increased efficiency plans.

Once a plan has been purchased, the following is the basic procedure required to obtain a building permit from the County of Sacramento:

- ✓ Complete Residential Building Permit applications parts "A" and "B"
- ✓ Submit applications, plans, front yard landscaping plan and possibly a soils report to any one of the four Sacramento County Building Inspection Offices.
- ✓ Route plans to other Departments for plan review approval i.e. Planning, Technical Resources, the Fire Department, etc.
- ✓ Once all approvals are completed return to Building Inspection and submit plans for comparison/review to the approved "Infill House Plans" on file.
- ✓ After the plan review is complete, all agencies/departments have cleared all holds on the parcel and all fees are paid, permit issuance will occur and inspections can proceed.

Please see attached Sacramento County Building Inspection Document "AD409 – Infill House Plan Program" for more details on requirements and processes to participate in the Infill House Plan Program. This program only applies to the plan check-review process. Building Inspection fees will need to be paid.

For Building Inspection forms, information, hours and locations, please visit our website at:  
[www.bldginspection.org](http://www.bldginspection.org)

For specific program information contact:

Judy Robinson, Infill Coordinator  
[RobinsonJu@saccounty.net](mailto:RobinsonJu@saccounty.net)  
(916) 874-4551

**Available Models:**

**PICHES**  
ARCHITECTURE

Plans Available for purchase from Piches Architecture:

**40' lot Plan 2 story 1,648sf 3br/2.5ba**

Plan 1848 - The English Gable

PICHES

Plan 1848 - The English Gable

1848A.D



Elevation Scheme - A



Elevation Scheme - B

Plans Available for purchase from Piches Architecture:

**50' lot Plan 1 story 1,435sf & 1,670sf 3br/2ba**



SCHEME - 1  
1/4" = 1'-0"



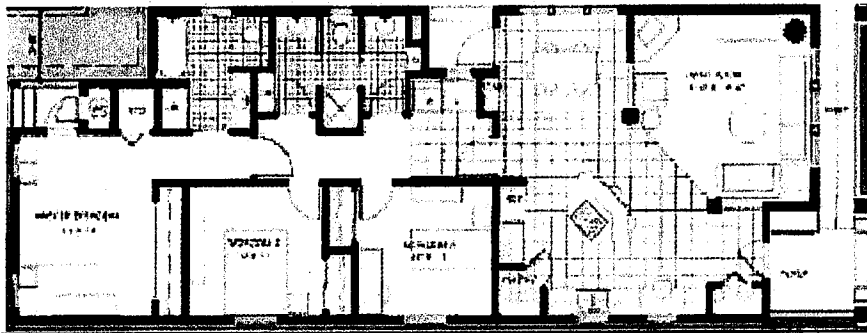
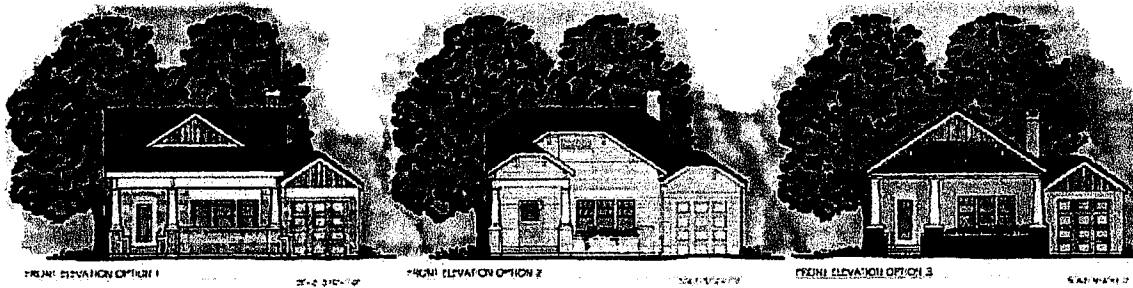
SCHEME - 3  
1/4" = 1'-0"



Plans Available for purchase from Cynthia Easton Architects:

**40' lot Plans 1 story 1,262 & 1,350sf**

Choices of: 2br/2ba; 3br/1ba; 3br/2ba and an accessible 3br/2ba unit.  
(Note: a two story 1,600sf model, 4br/3ba is currently under design)



All architectural drawings and renderings are exclusive property of Cynthia Easton Architects and Piches Architecture. Any reproduction of drawings or renderings without written consent is punishable by law.

**Frequently Asked Questions – Infill Home Plan Program**

***Where in the county can these plans be used?***

The plans are approved for use throughout the county. There are certain neighborhoods that have specific design requirements where these plans might not be compatible (i.e. Neighborhood Preservation Areas, Special Planning Areas). It is important that you first check with the County Planning Department prior to purchasing these plans to check on compatibility as well as setback requirements.

(Note: these plans are also available for use in certain areas of the City of Sacramento. Contact Desmond Parrington email: [dparrington@cityofsacramento.org](mailto:dparrington@cityofsacramento.org) or the infill house plan website: <http://www.cityofsacramento.org/dsd/planning/infill-house-plan-program> for more information.

***Where can I purchase plans and how much do they cost?***

The plans can be purchased directly from the Architect. The cost is \$2,250 and also includes a site plan layout for the lot. The Architect will provide customers with two stamped sets of approved model home plans and a site plan.

***What information will I need to submit and where do I submit them?***

Bring the stamped plans and the site plan to any County Building Inspection Department Public Plan Check Counter to apply for building permits. **You will need to submit:** Completed Applications Parts A & B, two (2) stamped approved model home plans, a site plan that shows: the sitting of the home on the parcel, location of any easements and trees, driveway location and curb information; a landscape plan for the front yard that includes at least 1 shade tree<sup>1</sup>, possibly a soils report and drainage conditions. Consult BID's "AD409-Infill House Plan Program" for specific information and procedures.

Additional information regarding hours, locations, applying for permits and fees can be found on line at: [www.bldginspection.org](http://www.bldginspection.org).

*What needs to be in the landscape plan?*

Landscape plans shall be provided for the front yard only. This plan is very flexible and can be as simple or as elaborate as you desire. A basic landscape plan, prepared by the County, can also be used free of charge. It does not need to be done by a landscape architect or contractor. It shall include at least 1 shade tree. SMUD Shade Tree Program will provide you with a free tree. Visit SMUD.org or <http://www.smud.org/en/residential/trees/Pages/index.aspx> to learn more about their program. When you are ready to develop your plan, call the Sacramento Tree Foundation (916-924-8733) to schedule a site visit. A Community Forrester will meet you at the site to help you select a tree. Sacramento County Water Resources Department has helpful information on "River Friendly Landscaping" that can help lower your water bill. Visit this website for ideas and resources: <http://www.msa.saccounty.net/sactostormwater/RFL/default.asp>

*What additional fees should I expect to pay?*

While the plans have already been pre-approved, saving time and money, there are additional review fees the County collects. One hour of review time will be charged by BID to compare plans with the original approved plans, as well as seismic and soil conditions. The plans will be routed to other departments for their review and approval. To save time applicants can choose to hand-carry plans to the necessary approving agencies. The County also collects other fees required from other jurisdictions such as schools, parks, fire and sewer. Additional information can be found on line at: <http://www.msa2.saccounty.net/ce/cmld/bid/Pages/Documents/Fees.aspx>

*What properties or lot sizes are eligible?*

The lots need to be zoned for single family residential development. They need to be of adequate size to accommodate the home within the setbacks required by the zoning code, as well as a detached garage (if desired). The plans are designed to fit on the most common sizes of vacant lots. Minimum recommended lot sizes are 40' x 100' and 50' x 120' for the respective models. These homes can also be accommodated on larger lots and can support 1, 1 ½ or 2 car garages, again depending on lot size and configuration. The County Planning Department can assist you with zoning code requirements for your particular property. Contact the public information counter at: 916-874-6221 or e-mail: [sacplan@saccounty.net](mailto:sacplan@saccounty.net).

*What if I want to use the plans multiple times?*

Plans may be used multiple times and at different locations. This is allowed and encouraged. The same submittal requirements and County fees apply. Plans used multiple times are subject to additional fees by the Architect. Check with each Architect for fee amount.

Plans may also be used in small subdivisions, but a single plan may not be utilized more than 35% on one block. If a county standard block is 400-600 feet then an ideal mix would consist of using three plans per block frontage. If building two of the same plan next to each other, different elevations with differing façades must be utilized.

*What if I want to modify the home plans?*

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<sup>1</sup> The County has prepared a very basic landscape plan that is free, and available for use and meets 2013 water conservation requirements. Other plans may also be submitted but will need review. This review may add time to getting permits.



The plans have been approved through design review and building plan review processes, so there are very limited modifications that can occur without the plans losing their pre-approved status. Once the plans are purchased, they must be constructed using the approved materials. Modifications will be dealt with in one of the following ways:

- Upgrades or substitutions of equivalent quality materials can be approved administratively by County design review staff.
- Elevation changes shall be purely cosmetic and non structural. Other substitutions or changes to exterior materials or features (e.g. windows) must include a provision for additional design review, plan review and additional fees, due to the changes to the building envelope and energy budget of that home. Changes may also affect any energy rebates the property owner is eligible for.
- Alterations to the interior (i.e., changing the floor plan) can be negotiated with the individual architects. If these alterations materially change the approved building plans, the revised plans would need to be reviewed and approved through the regular building plan check process.

*How much do the houses cost to build?*

Generally, construction costs are expected to be comparable to any other single family residential construction in the area. One of the goals of the program is to design the homes as cost efficient as possible to keep construction costs affordable. As projects are built, that information will become more readily available

*Can I use these plans outside the County?*

The City of Sacramento utilizes these same plans within certain areas of the City. Contact the City of Sacramento for information on where these plans may be used. For use in other jurisdictions, you would need to negotiate a price with the architects since they are the owners of the plans.

*How do I contact the Architects to purchase plans?*

Piches Architecture  
David Piches, Architect  
115 Taylor Street  
Roseville, CA 95678  
Tel (916) 783-4624  
[dpiches@surewest.net](mailto:dpiches@surewest.net)

Cynthia Easton Architects  
ida Clair, Architect  
4532 Freeport Blvd.  
Sacramento, CA 95822  
Tel (916) 453-1505  
[www.eastonarchitects.com](http://www.eastonarchitects.com)  
[ida@eastonarchitects.com](mailto:ida@eastonarchitects.com)

**SETBACK INFORMATION**

The table below provides general zoning information for your reference. Please contact the County Planning Department for more specific information.

**SETBACK CHART**  
Minimum Setback from:

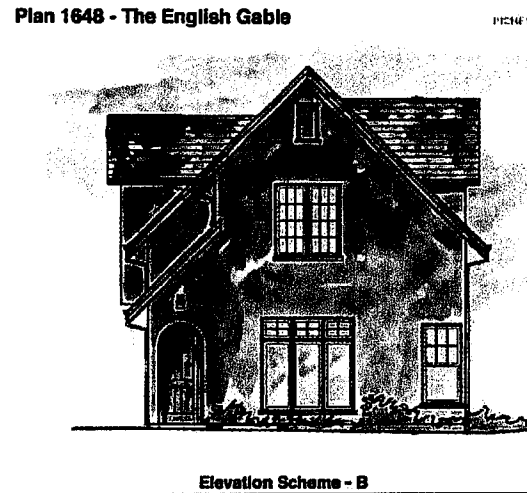
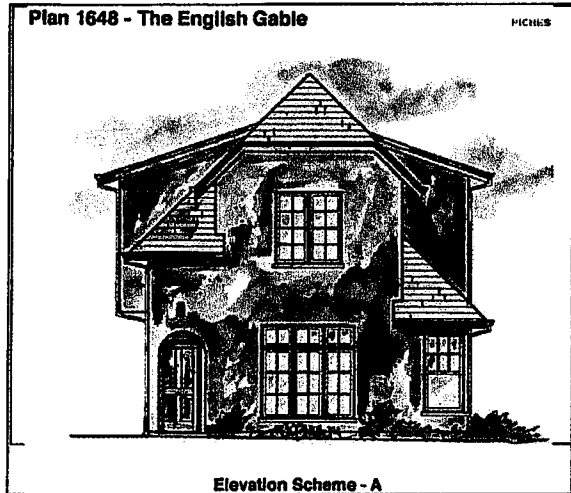
<b>LOT SIZE</b>	<b>Front Yard</b>	<b>Side Yard</b>	<b>Rear Yard</b>
<b>Interior Lots</b>	—		
<b>Depth – 125' or more</b>	20' minimum	5' (footnote 1)	25' (footnotes 1, 2 & 3)
<b>Depth – less than 125'</b>	20' minimum	5' Minimum (footnote 1)	20% of average depth of lot (footnotes 1, 2 & 3)
<b>Zero Side yards</b>		Special requirements exist. Contact the Planning Department.	
<b>Corner Lots (footnote 4)</b>	20' minimum	12'6" side street 5' interior side yard	same as above for interior lots

**Footnotes:**

1. **Main building requires 5' side & 25' rear yard setbacks. Garages have a minimum 3' side and 3' rear yard setback.**
2. **In no case, less than 10' for 1-story bldg and 15' for 2 & 3 story buildings**
3. **The main building may project into the required rear yard provided an equal area is provided as a yard or court within the buildable portion of the lot.**
4. **Open Space for Corner Lots: each lot shall provide and maintain a minimum open space area within the buildable portion of the lot equivalent to 10% of the net lot area.**

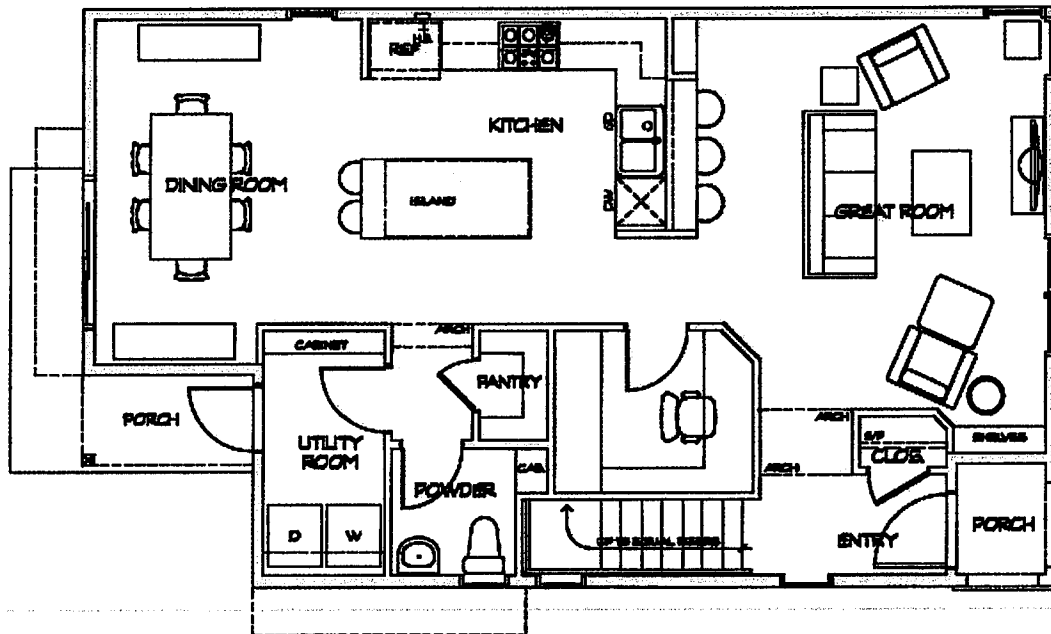
**MODELS & FLOOR PLANS**

**PICHES ARCHITECTURE – 40' LOT**



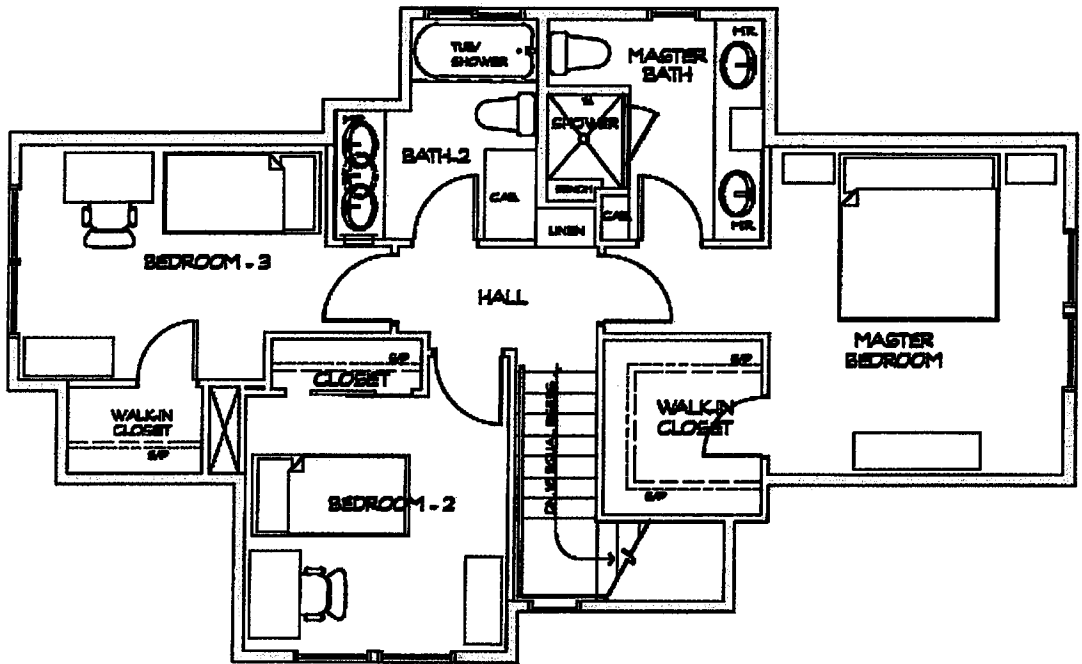
These two story homes are currently under design and will be available with these 2 elevations. Homes are 1,648sf for a 3br/2.5ba. This home will fit on a minimum 40' x 100' lot.

**1,648 SF MODEL**



**FIRST FLOOR PLAN**  
1/4" = 1'-0"

**PICHES - 1,648 SF MODEL (2<sup>nd</sup> floor)**



**SECOND FLOOR PLAN**  
1/4" = 1'-0"

First Floor	889sf
Second Floor	759sf

**PICHES ARCHITECTURE – 50’ LOT**

Available and upgraded with SMUD’s energy enhancements.

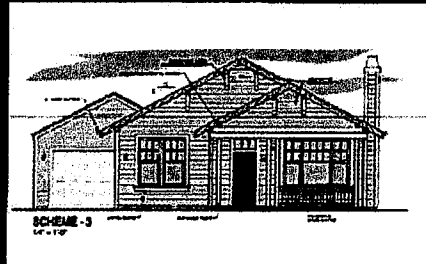
**Piches Architecture Plan A – The Cottage**  
1,670 sq ft    3 Bedroom/ 2 Bath  
w/ 397 sq ft Detached 1 Car Garage & Storage

- Covered Front Porch
- Large Open Kitchen
- Master Suite with Walk-in Closet
- Large Great Room with Fireplace



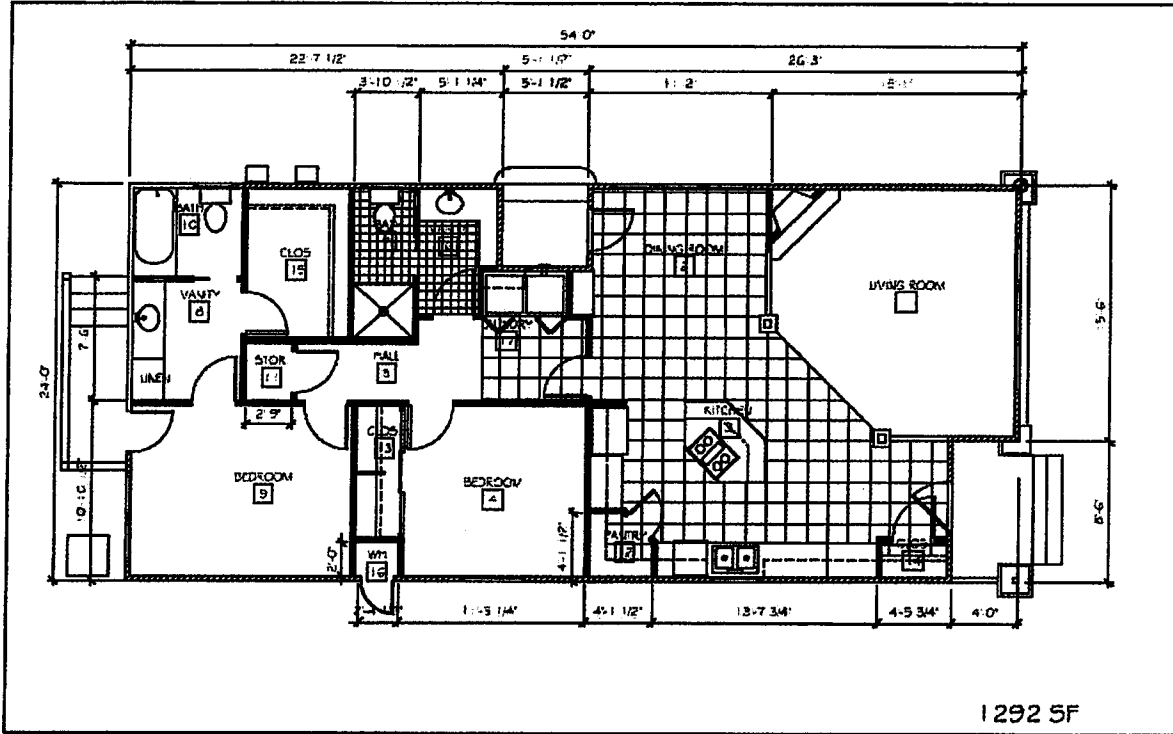
**Piches Architecture Plan B – The Bungalow**  
1,435 sq ft    3 Bedroom/ 2 Bath  
441 sq ft Detached 2 Car Garage & Storage Or  
Optional 476 sq ft Attached 2 Car Tandem

- Large Covered Front Porch and Patio
- See Thru Kitchen
- Large Great Room with Fireplace
- Master Suite with Large Walk-In Closet

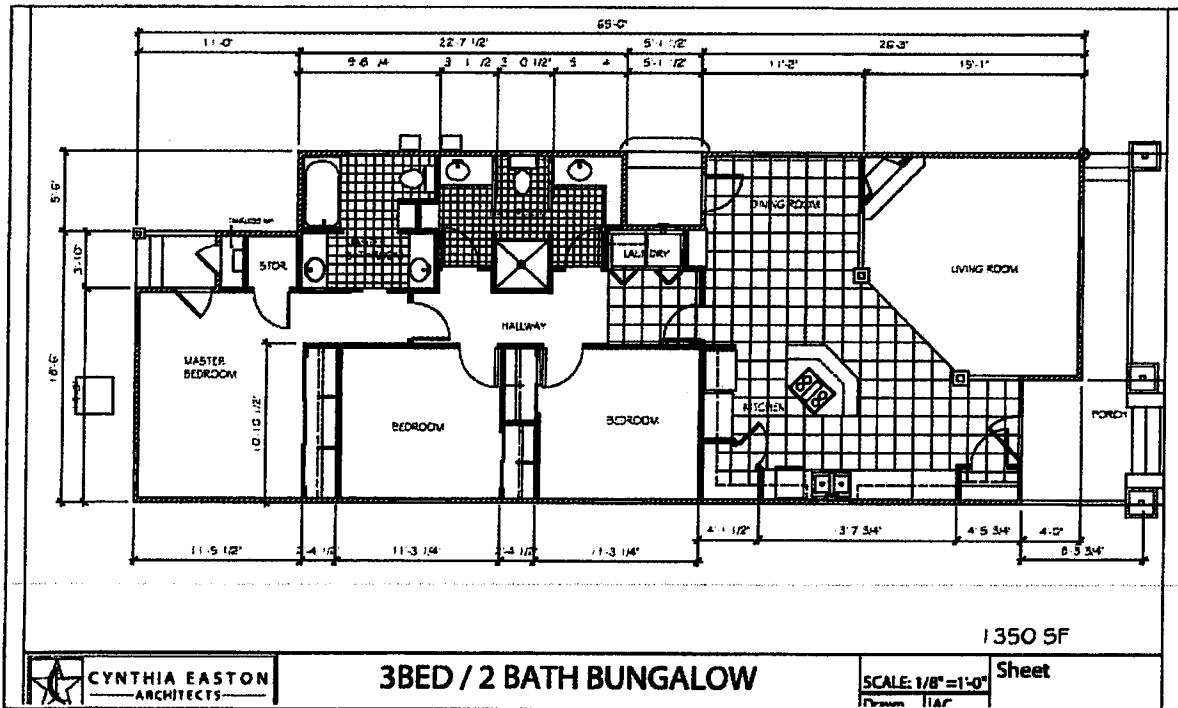


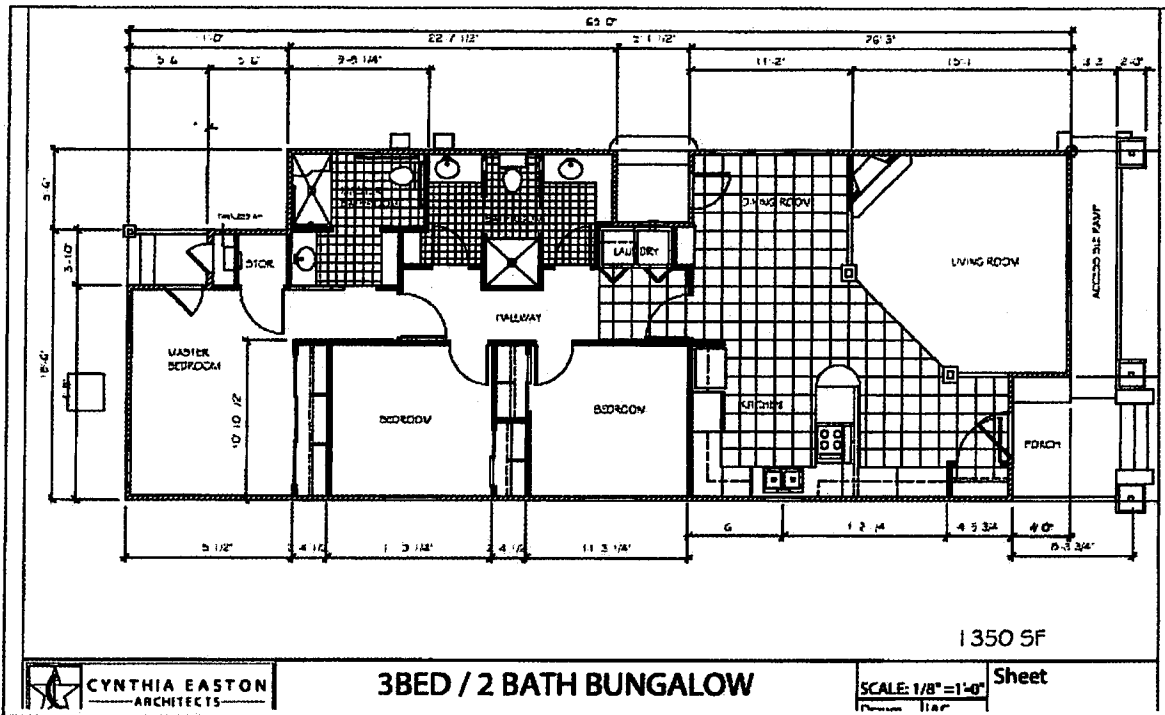


**1,262 SF MODEL – 2 BED/2 BATH BUNGALOW**



**1,350 SF MODEL**





**SMUD ENERGY EFFICIENCY PROGRAM COMPARISONS**

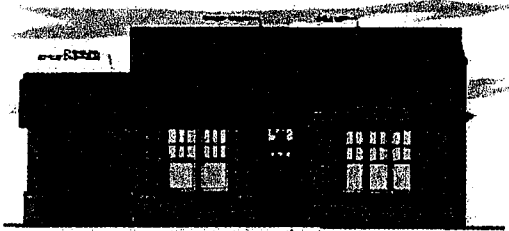
<b>Energy Efficiency Measure</b>	<b>SolarSmart 35-40% &gt; Code* *2009 Title 24 Bldg Code</b>	<b>Home of the Future 65-70%&gt; Code* *2009 Title 24 Bldg Code</b>
Attic Insulation	R-38	R-50 ceiling assembly or equivalent
Radiant Barrier	Required	No
Wall Insulation	R-13 + R-4 Rigid Foam	Advanced Framing - 2x6, 24" o.c. R19-R21 cavity/R12 insulating sheathing (R-30 wall assembly) or equivalent
Quality Installation Inspection	Required	Required
Title-24 Low Air Infiltration Testing	Required	Required Tight Envelope, .0002 SLA (1 ACH50)
Windows	Energy Star Rated .40 U-Value/.30 SHGC	Energy Star Rate 0.30 U-value, 0.26 SHGC
Furnace AFUE	0.92	.92 + ECM
A/C SEER/EER	14.5/12 w/ TXV	18+/12 +

ACCA Design Manuals J,D, & S	Required	Required
Duct Insulation	R-6	R-6 Ducts inside conditioned space
Title -24 Duct Testing	Required	Required
Mechanical Ventilation to meet ASHRAE 62.2 Standards	Required	Required
Water Heating	.62 Energy Factor (EF) Gas Storage	Solar hot water with tankless gas water heater (.82 Energy Factor) or high efficiency gas boiler hot water (.82 Energy Factor) backup OR Condensing Tankless hot water heater (.90 Energy Factor or Condensing Storage Hot Water Heater (.90 Energy Factor)
Home Energy Rating HERS II	Required	Required
Lighting	All Hardwire Light Fixtures Energy Star Rated Fixtures with Compact Fluorescent Lamps (CFLs)	All Hardwire Light Fixtures Energy Star Rated Fixtures with Compact Fluorescent Lamps (CFLs)
Solar Electric	2 kW AC Solar PV	3.5-4 AC kW Solar PV
Solar Thermal (Hot Water)	Not Required	Optional
Appliances (Clothes Washer & Drier, Refrigerator, Dishwasher)	Not Required	Energy Star Rated Tier II



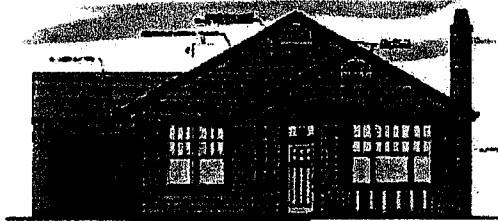
**FRONTYARD LANDSCAPE DESIGNS  
INFILL HOME PLAN PROGRAM**

**Piches Plan A – Cottage with attached garage**

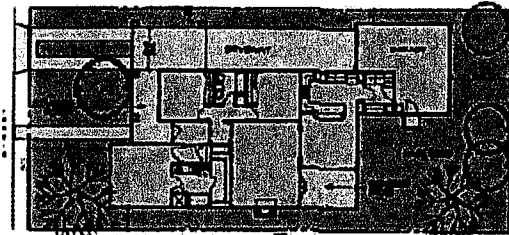


**SCHEME - 2**  
14' x 18'

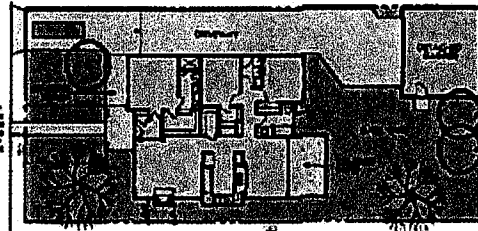
**Piches Plan B – Bungalow with detached garage**



**SCHEME - 2**  
14' x 18'

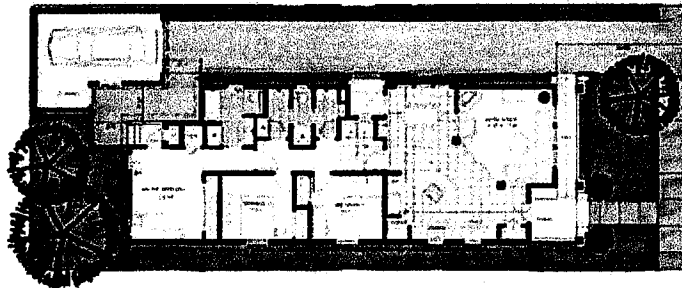


**SITE PLAN**  
14' x 18'



**SITE PLAN**  
14' x 18'

**Easton Plans – Options 1, 2 & 3**



**SITE PLAN**  
14' x 18'



**FRONT ELEVATION OPTION 1**

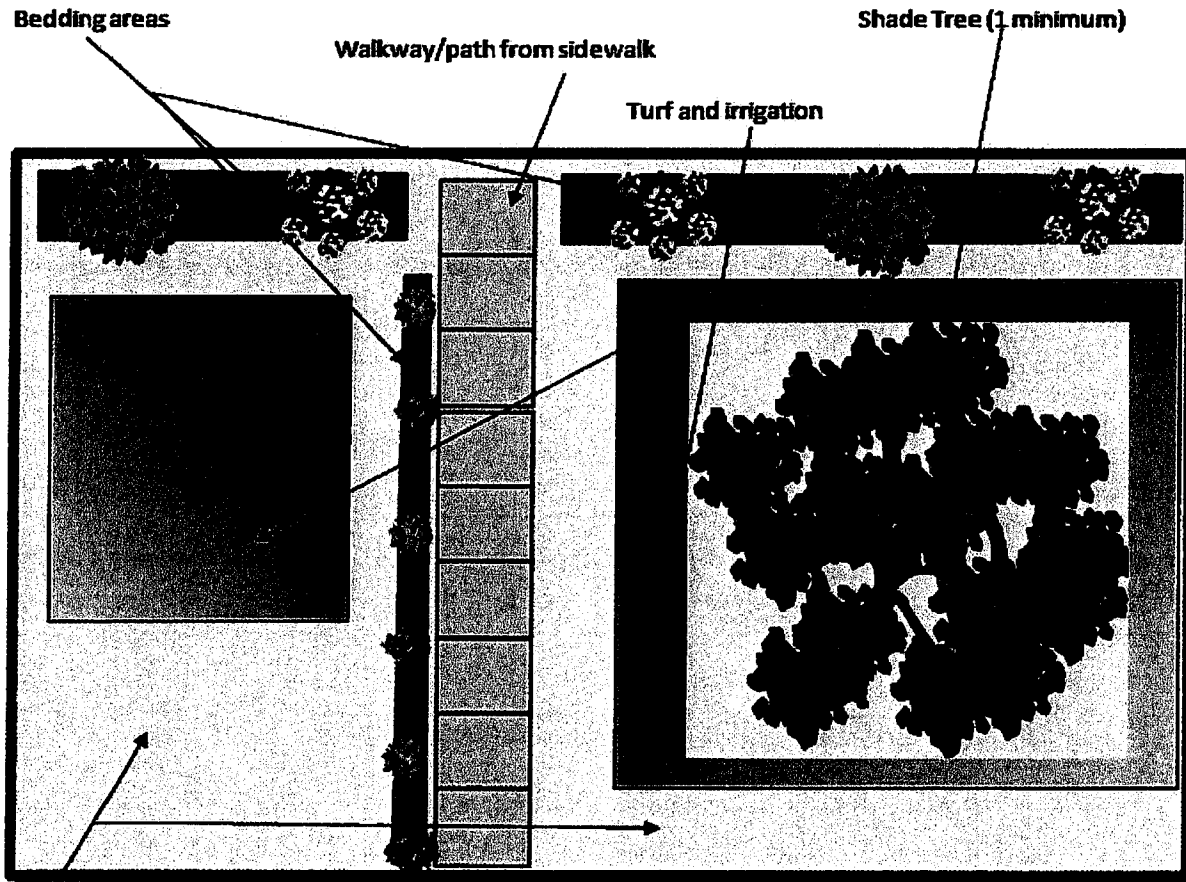
**FRONT ELEVATION OPTION 2**

**FRONT ELEVATION OPTION 3**

**Basic Landscape Plan Components**  
**Free County Plans for use with Infill Home Plans**

1. Shade Tree (1 minimum)
2. Bedding areas
3. Walkway/path from sidewalk to front porch (porous materials)
4. Turf and drought tolerant plantings
5. Irrigation (spray and drip)

**FRONT OF HOME**



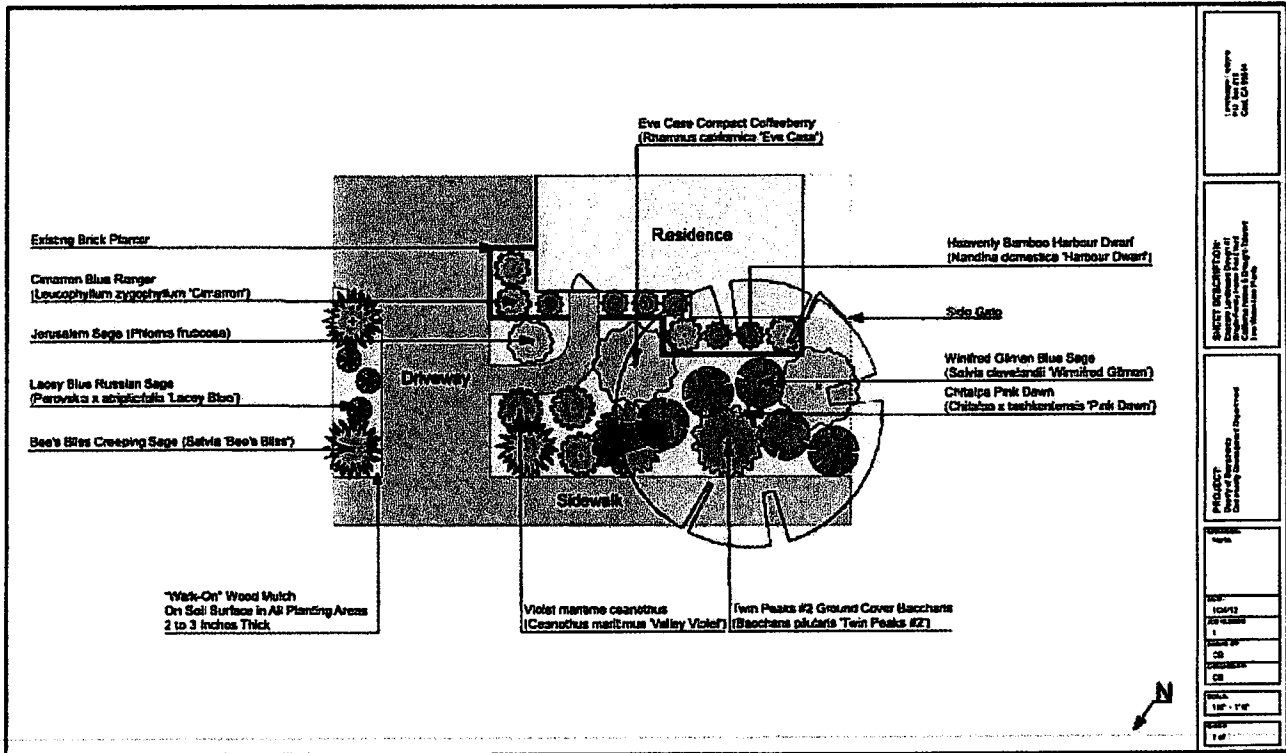
**Native planting areas, use of other porous materials (pavers, decomposed granite). See next page for other water conserving designs.**

**SIDEWALK**

County of Sacramento  
Community Development Department

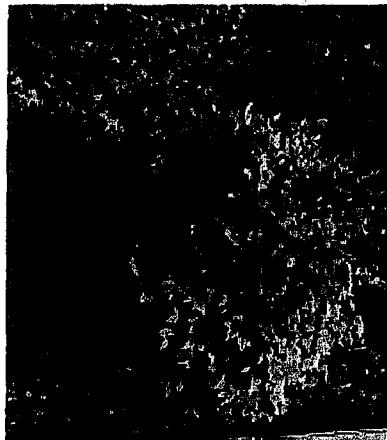
Example Landscape Plan  
Single-Family Home Front Yard

California Native and Drought-Tolerant  
Low Water-Use Plants



Single-Family Home  
 California Native and Drought-Tolerant  
 Low Water-Use Plants

Botanical Name	Common Name	Qty.	Size	Mature Size
<i>Baccharis pilularis</i> 'Twin Peaks #2'	Twin Peaks #2 Ground Cover Baccharis	2	#1	3' T / 8' W
<i>Ceanothus maritimus</i> 'Valley Violet'	Violet maritime ceanothus	3	#1	2' T / 4' W
<i>Chitalpa X tashkentensis</i> 'Pink Dawn'	Chitalpa Pink Dawn	1	#5	30' T / W
<i>Leucophyllum zygophyllum</i> 'Cimarron'	Cimarron Blue Ranger	4	#2	3' T / 3' W
<i>Nandina domestica</i> 'Harbour Dwarf'	Heavenly Bamboo Harbour Dwarf	6	#1	2-3' T / W
<i>Phlomis fruticosa</i>	Jerusalem Sage	1	#1	4' T / W
<i>Rhamnus californica</i> 'Eve Case'	Eve Case Compact Coffeeberry	2	#5	4-8 T / W
<i>Salvia</i> 'Bee's Bliss'	Bee's Bliss Creeping Sage	3	#1	1-2' T / 6-8' W
<i>Salvia clevelandii</i> 'Winnifred Gilman'	Winifred Gilman Blue Sage	5	#1	3-5' T / 4-5' W
<i>Perovskia x atriplicifolia</i> 'Lacey Blue'	Lacey Blue Russian Sage	3	#1	1-1.5' T / 2-3' W



*Nandina domestica*  
 'Harbour Dwarf'  
 Heavenly Bamboo Harbour Dwarf



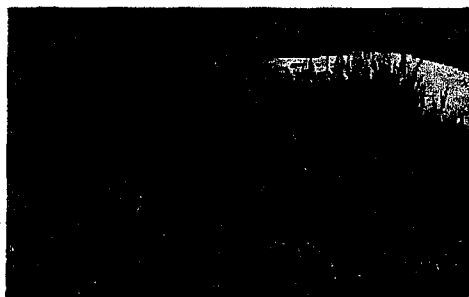
*Chitalpa X tashkentensis*  
 'Pink Dawn'  
 Chitalpa Pink Dawn



*Leucophyllum zygophyllum*  
 'Cimarron'  
 Cimarron Blue Ranger



*Salvia clevelandii* 'Winnifred Gilman'  
 Winifred Gilman Blue Sage



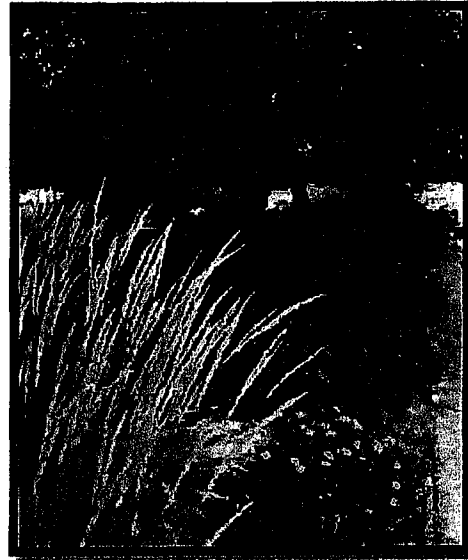
*Salvia* 'Bee's Bliss'  
 Bee's Bliss Creeping Sage

# Irrigation Scheduling

## for Sacramento County

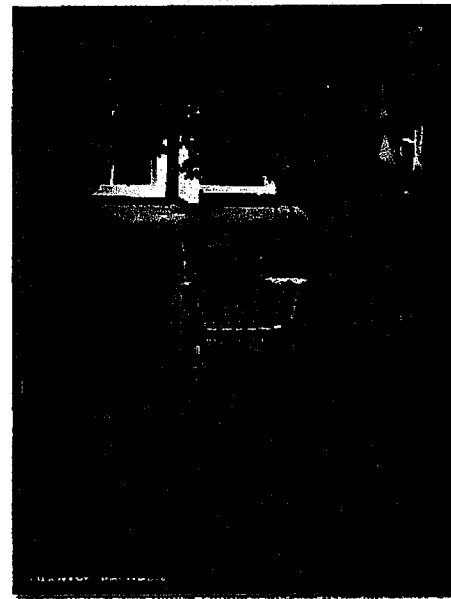
### Low-Water-Use Plant Sprinkler Runtimes

Month	Minutes Per Week	# of Days per week
January	2	1-2 days (if no rain)
February	5	2 days (if no rain)
March	7	2-3 days (if no rain)
April	11	3-4 days
May	15	3-4 days
June	18	5+ days
July	20	5+ days
August	17	5+ days
September	13	3-4 days
October	9	2-3 days
November	4	1-2 days
December	2	1-2 days (if dry)



### Lawn Sprinkler Runtimes

Month	Minutes to irrigate per week	# of Days per week
January	2	1-2 (if no rain)
February	12	2 (if no rain)
March	20	2-3 (if no rain)
April	30	3-4 days
May	40	3-4 days
June	49	5+ days
July	52	5+ days
August	45	5+ days
September	35	3-4 days
October	23	2-3 days
November	11	1-2 (if no rain)
December	6	1-2 (if no rain)



These runtimes are for fixed spray sprinklers only. More time will need to be added for other watering methods, such as drip, rotary nozzles, or rotors. Cut these runtimes in half if using microsprays.

County of Sacramento  
Community Development Department

Example Landscape Design #1  
Single-Family Home Front Yard  
California Native & Drought-Tolerant  
Low Water-Use Plants

**"Ball Park" Installation Cost Estimate**

- Based on approximately 430 square feet of landscaping.
- Includes cost of materials and installation.
- Estimate only includes items listed below.
- Estimate does not include additional demolition or site preparation.
- Estimate does not include irrigation system (installation or repairs).

Lawn Removal	Top Soil	Plants	Mulch	Total
Based on \$1.50 per sq. ft. / 370 sq. ft. of lawn	Based on \$100 per yard / 2-3/4 yds.	23 - #1 / \$25 per plant = \$575	Based on \$100 per yard / 2-3/4 yds.	
		4 - #2 / \$40 per plant = \$160		
		3 - #5 / \$50 per plant = \$150		
<b>\$555</b>	<b>\$275</b>	<b>\$885</b>	<b>\$275</b>	<b>\$1,990</b>

**Note regarding plant sizes:**

#1 is accurate term/size for the nursery container; however, it is commonly referred to as a 1-gallon plant.

#2 also referred to as a 2-gallon plant.

#5 also referred to as a 5-gallon plant.

**BUILDING INSPECTION DEPARTMENT  
AD409 – INFILL HOUSE PLAN PROGRAM**



**County of Sacramento  
Municipal Services Agency  
Building Inspection  
General Information: (916) 875-5296  
[www.bldginspection.org](http://www.bldginspection.org)**

## **INFILL HOUSE PLAN PROGRAM**

### **Purpose**

This program was developed to streamline the process for development of high quality single family homes on vacant lots in older neighborhoods and redevelopment areas.

### **Background**

The County of Sacramento is joining the City of Sacramento in an Infill House Plan Program. Established by the City of Sacramento, This program was developed to streamline the process for development of high quality single family homes in older neighborhoods and redevelopment areas.

Under this program, the public can purchase plans that are pre-approved by the County's Design Review and Building Inspection plan review process, saving time and money. Because of the nature of the program and with the financial support from SMUD and SHRA the cost to purchase these plans from the architect is significantly less than one would normally pay to have a home designed. Private Developers may also request that their plans be pre-approved for repeated use for small subdivisions. This program only applies to the plan check-review process. Building Inspection fees will need to be paid.

All homes have been designed to be consistent with the SMUD So-Smart Energy Efficient Home design, which exceeds the new 2010 Title-24 energy efficiency requirements. Home plan upgrades to accommodate solar are also available.

The plans are approved for use throughout the County. The lots need to be zoned for single family residential development. They need to be of adequate size to accommodate the home within the setbacks required by the zoning code as well as a detached garage (if desired). The plans are designed to fit on the most common sizes of vacant lots. Minimum recommended lot sizes are 40'x100' and 50'x120' for the respective models. These homes can also be accommodated on larger lots and can support 1, 1 ½ or 2 car garages, again depending on lot size and configuration. The County Planning Department can assist you with zoning code requirements for your particular property. Contact the public information counter at (916) 874-6221 or e-mail: [sacplan@sacounty.net](mailto:sacplan@sacounty.net)

### **Wildland Urban Interface**

Infill House Plan construction within Wildland Urban Interface areas are to comply with CBC Chapter 7-A. The Office of the State Fire Marshal in Sacramento can provide additional information. See their web site at: <http://www.fire.ca.gov/wildland.php>.

## Procedure

1. Purchase plans directly from one of the architects participating in this program. The plans will also include a site plan layout for the lot. The architect will provide the customer with two stamped sets of approved plans and site plans.
2. Bring your plans with the following information to any one of the four Building Inspection Offices. Sacramento County Building Inspection office locations and hours can be found at the following website: [www.bldginspection.org](http://www.bldginspection.org).

## Submittal Requirements

You will need to submit two (2) complete, stamped, approved plans and site plan prepared by the architect that shows: the placement of the home on the parcel, location of any easements and trees, driveway location and curb information; a landscape plan for the front yard that includes at least 1 shade tree, and possibly a soils report and drainage conditions\*. The submitted plans will receive an infill home plan case number.

**Effective January 1, 2011 a separate submittal for Residential Fire Sprinkler Design must be provided to your local Fire District. Please contact them directly for submittal requirements, location, fees and business hours.**

**Cal Green Code requirements: Effective January 1, 2011 Div. 4.1 Site Development Storm Water Pollution Prevention Plan (SWPPP) and drainage plan will be additional submittals to Building for review.**

### **Storm water drainage and retention during construction Section 4.106.2**

Projects which disturb less than one acre of soil and are not part of a larger common plan of development which in total disturbs one acre or more, shall manage storm water drainage during construction. In order to manage storm water drainage during construction, one or more of the following measures shall be implemented to prevent flooding of adjacent property, prevent erosion and retain soil runoff on the site:

Retention basins of sufficient size shall be utilized to retain storm water on the site. Where storm water is conveyed to a public drainage system, collection point, gutter, or similar disposal method, water shall be filtered by use of a barrier system, wattle or other method approved by the enforcing agency. Consult the California Green Code or CMID for additional drainage requirements.

### **Surface drainage Section 4.106.3**

Site shall be planned and developed to keep surface water from entering buildings.

**A "complete set of plans" consists of the following items:**

**a. Foundation Plan\*.**

Indicate if the foundation type is a slab on grade or a raised wood floor. Provide dimensioned details complying with the soil report. Accurately locate all interior, exterior, and isolated footings. Identify the type and location of any required hold-downs and hardware. Note the size and spacing of all floor-framing members, and provide under-floor ventilation calculations.

**b. Floor Plan\*.**

Indicate room usages, window/door type and sizes, show locations of all heating and mechanical equipment, show firewall details, provide reference symbols to section details, identify the attic access location and show any options that increase the square footages to the house and garage areas.

**c. Roof Plan\*.**

Indicate roof pitch and roofing material type.

(1) For conventional framing, show grade, size, and spacing of all framing members. Show the bearing points and framing sizes of all purlins and struts.



(2) For trussed roof frames, provide truss calculations and truss layout, cross-referencing the roof plan.

(3) Provide attic ventilation calculations.

**d. Building Elevations.**

Clearly identify each exterior elevation, specify exterior features and finishes, indicate building heights and chimney termination point and show all doors and windows.

**e. Electrical Plan.**

Indicate the service size and its location, identify the size and location of the service-grounding electrode (UFER), provide a receptacle and lighting layout; show the future electrical vehicle charging circuit; and show location and wiring of smoke detectors. The electrical plan may be incorporated within the floor plan.

**f. Plumbing/Mechanical Isometrics.**

Show location of all the mechanical equipment. If a duct design is used as part of the energy compliance methods, provide a duct layout and design calculations, hose bibs, water heater and all plumbing fixtures. If more than three water closets are installed, a drain, waste, and vent design will be required.

**g. Engineering.**

Engineering is required on all structural elements that do not comply with the conventional construction provisions of the California Building Code. Designed plan sheets need to be wet stamped and signed by the design professional.

**h. Title 24 Energy Calculations.**

Show compliance with the 2010 energy efficiency standards.

**i. Structural Detail Sheets.**

Directional reference symbols should reflect where, on the plan sheets, that each applicable detail applies.

**j. Fees.**

After submittal of plans and other documents, fee summaries will be created and sent to the applicant. It is the owner/developer/contractor's responsibility to provide payment prior to any plan review. Building Inspection fees will also need to be paid.

**k. Cover sheet with the following:**

Project name and address, design professional's name, title, address, and phone number, occupancy groups and type of construction, current applicable codes, square footage breakdowns of the dwelling, garage, porches/patios, and decks (including options), index of drawings and stamped and wet signatures of the design professionals. **Plans shall also be marked "County Infill Home Plan Program," by the Architect.**

**l. Site Plan**

Show the location of the new dwelling on the parcel, any existing structures, the location of any easements and trees, the driveway location and curb information, property lines and drainage conditions with arrows to show rain water flow.

\* The foundation, floor, and roof framing plans need to be of matching scale.

**2. Modifications.**

Modifications are limited to non-structural and cosmetic changes only. Only one set of complete plans needs to be submitted for a modification, provided, the plans comply with the submittal requirements given in item 1 above and the plans clearly detail all of the modifications. An additional one (1) hour minimum of plan review will be assessed for each plan for processing costs. In addition any modifications may incur an hourly charge. (NOTE: Design Review will also be required by the Planning Department. Contact Planning to obtain costs for this additional Review).

**3. Code and Updates.**

Sacramento County enforces the California Building Standards Code. Approximately every three years, there is a code change. At that time, the owner/developer/contractor will be required to update all Infill House Plans on file with Sacramento County Building Inspection to comply with the new model

codes. The plans will receive a complete plan review as if it were a new submittal. New permits cannot be issued until the Infill House plans have been approved to the new model codes.

#### **4. Replacement of Plans.**

If the owner/developer/contractor's approved Infill House plans have been destroyed, lost, or an approved copy is needed, a duplicate plan must be obtained as follows:

- a. Submit a complete set of plans per the submittal requirements listed above.
- b. A plan review fee per the current labor rate schedule will be charged and will be billed by invoice.
- c. The plan reviewer will compare plan sets and documents and transfer all notes, comments, etc. to the replacement plan set.

#### **Infill Home Plan Permit Intake Processing Requirements.**

##### **1. Submittal Requirements for each lot:**

- a) Two sets of complete plans.
- b) Two copies of the plot plan with air conditioner locations on minimum 8½" x 14" paper.
- c) One copy of the floor plan sheet on minimum 11"x17" paper which identifies any option to be built.
- d) Residential Building Permit application, Part "A" and "B".
- e) Landscape plan for the front yard that includes at least 1 shade tree. (County landscape plan available free of charge).

##### **2. Additional requirements after Building Inspection assigns a case/permit number and before permit issuance:**

- a) Plans need to be routed to additional agencies i.e. Planning, Technical Resources, Water Resources, and Fire Department, etc. based on conditions and requirements for each particular lot. (Building Inspection can route plans, to do this, one additional complete set of plans must be submitted and this could extend the time required to approve plans). School district development fee form showing that any required fees have been paid.
- b) Fire Letter (If Required).

**Note: All conditions and/or holds need to be complied with before issuance of a permit.**

##### **3. Plan Review Fee.**

The initial infill housing plan review process fees will be paid by SMUD as per agreement between SMUD and the County of Sacramento.

Permit Applicants using pre-approved Infill Plans are subject to a flat rate of one (1) hour at the current county labor rate (this offsets costs related to departmental review costs, permit processing, and clerical functions) for minor review to check plan consistency with the original approved plans and site conditions.

Any plan review required due to modifications will be based on the current hourly rate with a minimum one (1) hour review.

##### **4. Permit Applications.**

Permit applications expire 180 days after the date of submittal. An extension of another 180 days may be granted under certain conditions. See Subsection 105.3.2 of SCC 16.02.160 for expiration of permits.

---

Chuck Iniguez, Assistant Building Official  
Building Inspection

**INFILL HOME PROGRAM COST COMPARISON**

**Piches Architecture**

**Model 1670 w/397 sq. ft. garage & 28 sq. ft. porch**

	Standard	W/ Reduction
Permit Fee	\$1,967.44	\$1,967.44
Plan Review Fee	1311.63	100.99
<b>Additional Fees:</b>		
Zone Ck	170.51	170.51
Long Range Planning	229.53	229.53
AB1473	8	8
IT Recovery	110.61	110.61
<b>Totals</b>	<b>3,797.73</b>	<b>2,587.08</b>

Reduction of \$1,210.65

**Model 1435 w/476 sq. ft. garage and 28 sq. ft. porch**

	Standard	W/Reduction
Permit Fee	\$1,844.84	\$1,844.84
Plan Review Fee	1229.9	100.99
<b>Additional Fees:</b>		
Zone Ck	159.89	159.89
Long Range Planning	215.23	215.23
AB1473	7	7
IT Recovery	103.71	103.71
<b>Totals</b>	<b>3,560.56</b>	<b>2,431.66</b>

Reduction of \$2,431.66

**Cynthia Easton Architects**

**Model 1292 w/ 400 sq. ft. garage and 40 sq. ft. porch**

	Standard	W/Reduction
Permit Fee	\$1,745.60	\$1,745.60
Plan Review Fee	1163.73	100.99
<b>Additional Fees:</b>		
Zone Ck	151.29	151.29
Long Range Planning	203.65	203.65
AB1473	6	6
IT Recovery	98.11	98.11
<b>Totals</b>	<b>3,368.38</b>	<b>2,305.64</b>

Reduction of \$1,062.74

**Easton cont.**

**Model 1350 w/ 400 sq. ft. garage and 40 sq. ft. porch**

	<b>Standard</b>	<b>W/Reduction</b>
<b>Permit Fee</b>	<b>\$1,780.63</b>	<b>\$1,780.63</b>
<b>Plan Review Fee</b>	<b>1187.08</b>	<b>100.99</b>
<b>Additional Fees:</b>		
<b>Zone Ck</b>	<b>154.32</b>	<b>154.32</b>
<b>Long Range Planning</b>	<b>207.74</b>	<b>207.74</b>
<b>AB1473</b>	<b>7</b>	<b>7</b>
<b>IT Recovery</b>	<b>101.1</b>	<b>100.1</b>
<b>Totals</b>	<b>3,436.87</b>	<b>2350.78</b>
	<b>Reduction of \$1086.09</b>	

**Model 1600 w/400 sq. ft. garage and 40 sq. ft. porch**

	<b>Standard</b>	<b>W/Reduction</b>
<b>Permit Fee</b>	<b>\$1,932.41</b>	<b>\$1,932.41</b>
<b>Plan Review Fee</b>	<b>1288.28</b>	<b>100.99</b>
<b>Additional Fees:</b>		
<b>Zone Ck</b>	<b>167.48</b>	<b>167.48</b>
<b>Long range Planning</b>	<b>225.45</b>	<b>225.45</b>
<b>AB1473</b>	<b>8</b>	<b>8</b>
<b>IT Recovery</b>	<b>108.65</b>	<b>108.65</b>
<b>Totals</b>	<b>3,730.26</b>	<b>2,542.98</b>
	<b>Reduction of \$1187.28</b>	

**Prepared By:**

**Chuck Iniguez**

**Principal Building Inspector**

**Building Inspection - Construction Management and Inspection Division**

**Municipal Services Agency - Sacramento County**

**Office: (916) 875-1210 Cell: (916) 869-2512**

**ATTACHMENT 3  
COMMENT LETTER FROM DESIGN REVIEW ADMINISTRATOR**

January 19, 2010

I offer my wholehearted support to the Infill Model Homes Program. The design of each of the models available under this program is excellent. From an esthetic perspective I can state that each model as delineated will prove to be a positive addition to its neighborhood. The variation in exterior designs provide good options for fitting into existing contexts, and where little exists at present, to providing a positive direction for the future. The use of exterior elements such as porches, dormers, extensive trim and the like provide an enriched design vocabulary.

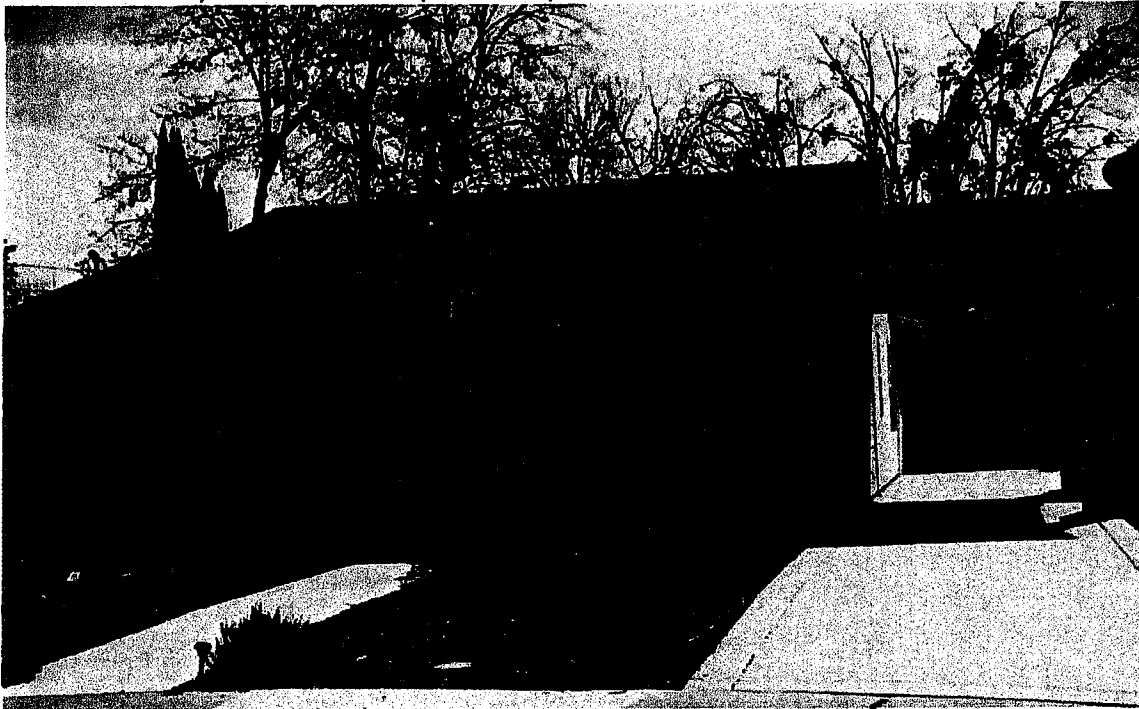
From a livability perspective each of the design plans is to be commended. Each has creatively dealt with small interior spaces and the interior room layout and circulation in a way that provides a truly usable living environment.

The fact that each of these homes incorporates sustainable energy saving elements should make them both desirable and a worthy addition to our housing stock now and in the future.

Infill development on small lots is a way to both add viably to our housing stock where needed and to improve the appearance and function of a number of our existing neighborhoods. The cost effective approach offered by this program should be commended and supported.

**Barry L. Wasserman, FAIA  
Design Review Administrator  
Planning and Community Development Department  
Municipal Services Agency  
County of Sacramento**

**ATTACHMENT 4**  
**PHOTOS OF BUILT HOMES-CITY OF SACRAMENTO**  
**936 Hawk Avenue, North Sacramento (Piches Plan)**



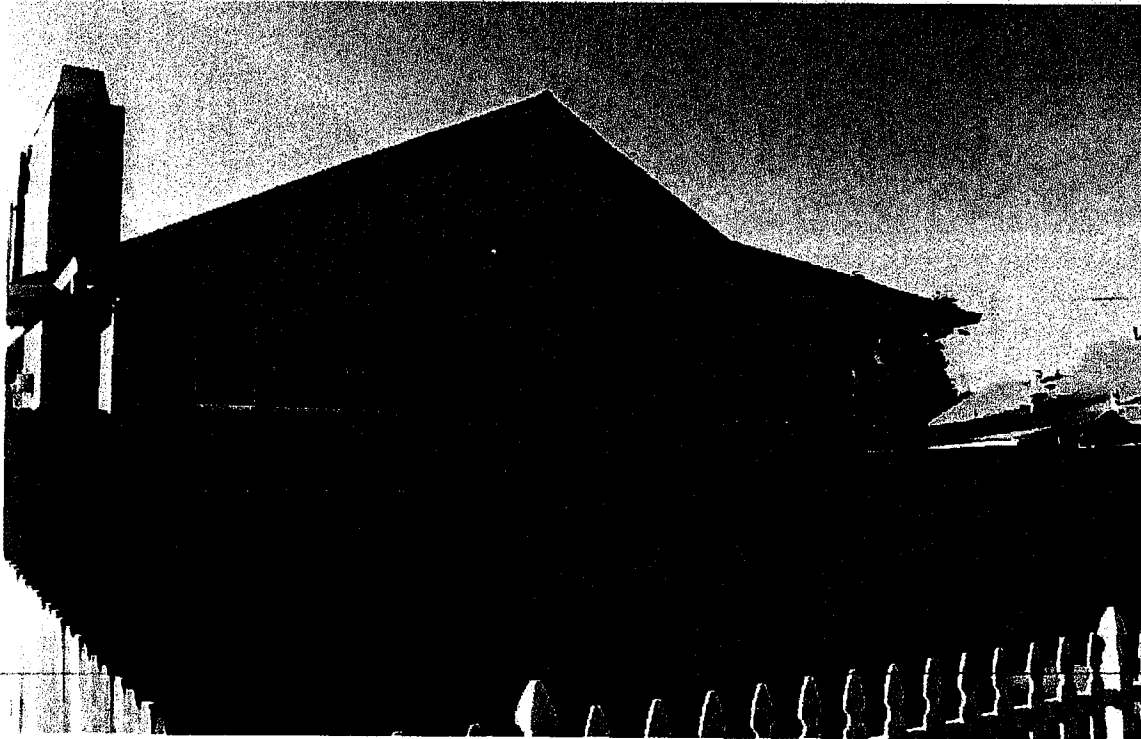
**2525 – 37<sup>th</sup> Street, near Med Ctr (Easton Plan)**



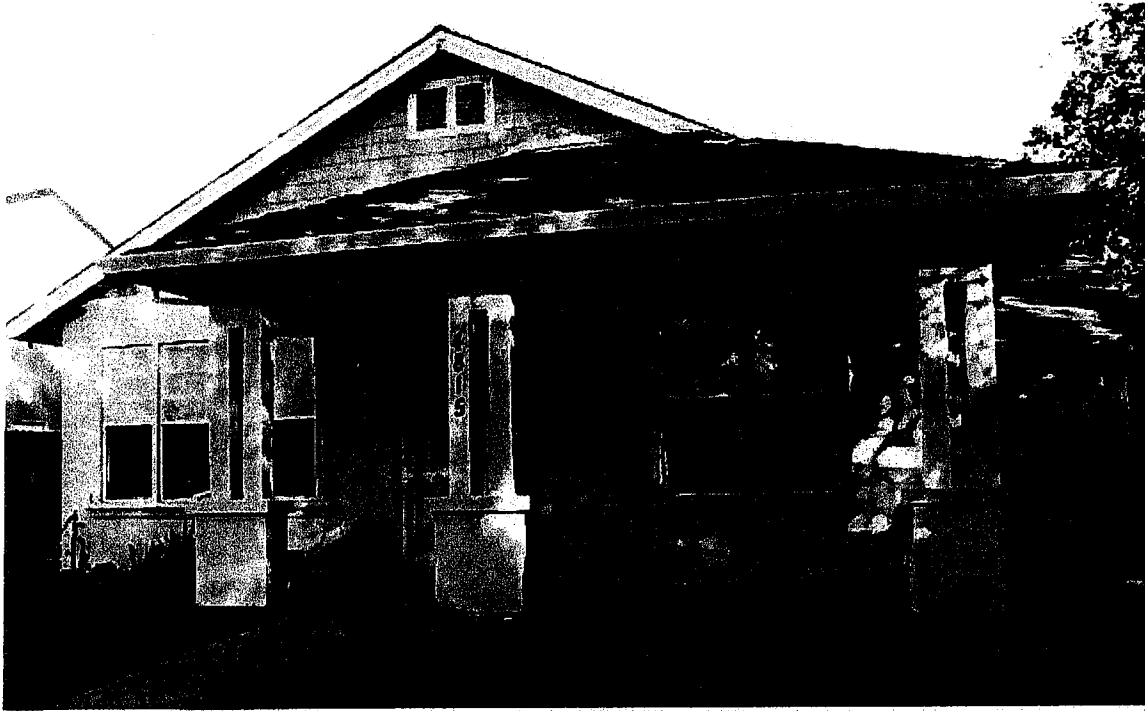
**709 Grand Avenue, North Sacramento (Easton Plan)**



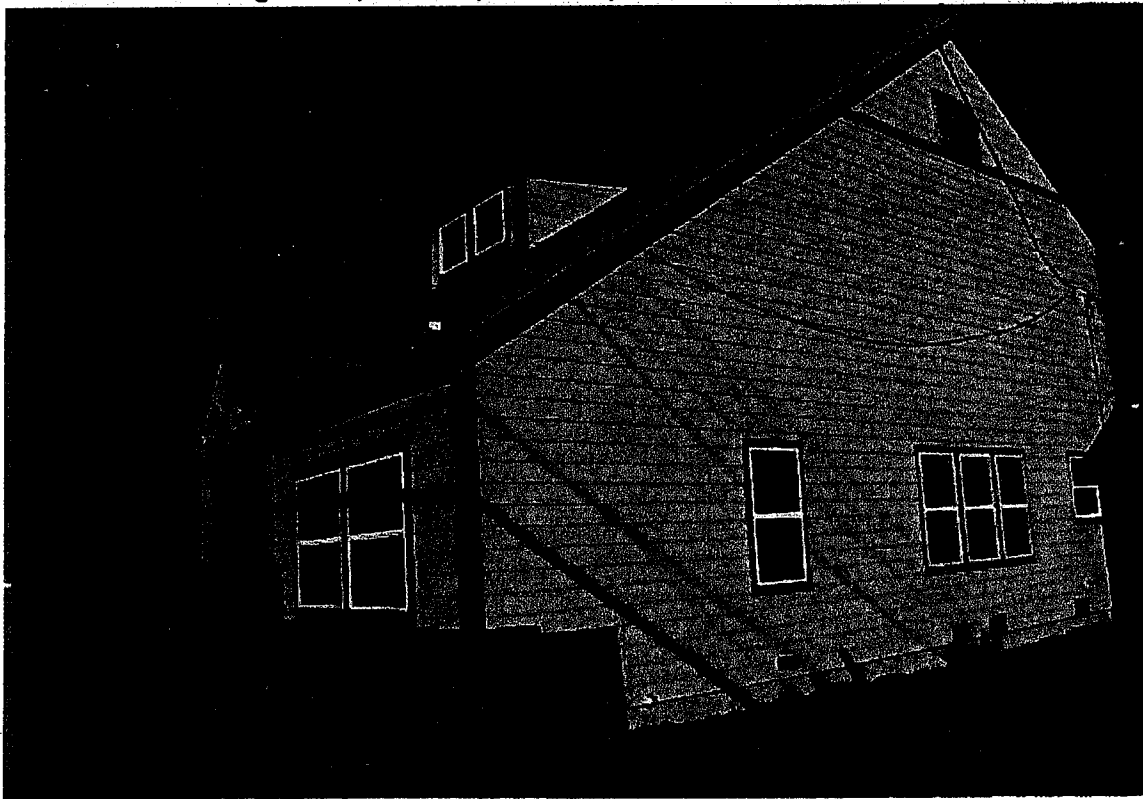
2245 Empress Street, North Sacramento (Piches Plan)



4815 Mascot Avenue, Oak Park (Piches Plan)



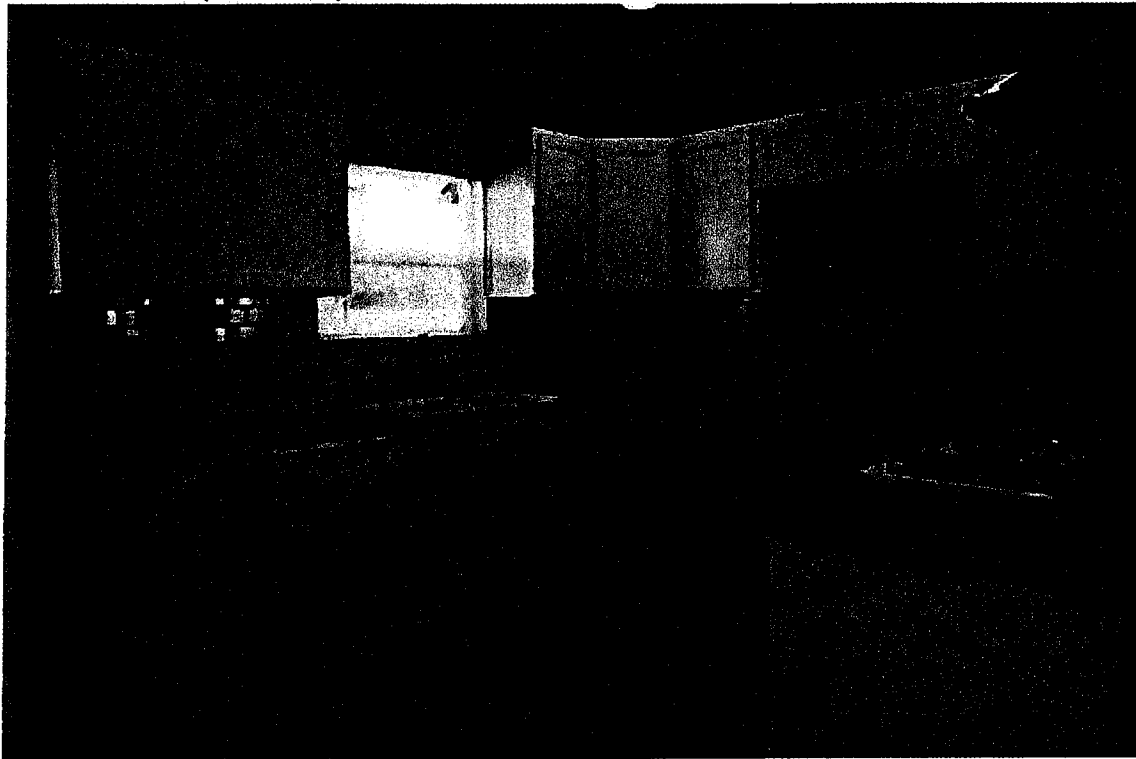
5071 Martin Luther King Jr. Blvd., Oak Park (Easton Plan)



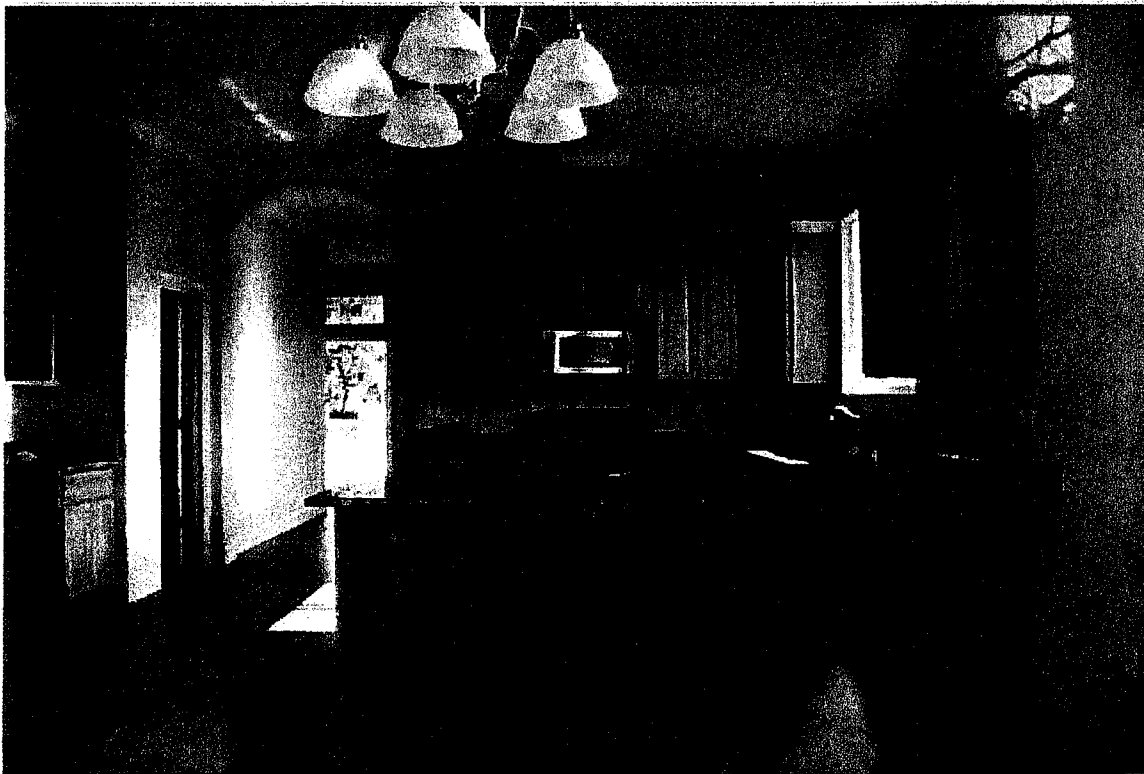


**INTERIOR PHOTOS**

**2525 – 37<sup>th</sup> Street (Easton Plan)**



**2245 Empress Street (Piches Plan)**



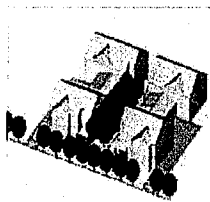
**MRSC Insight***The Blog of Municipal Research and Services Center***What's Not to Like? – Pre-Approved Plans Offer Faster Permitting, Cheaper Housing, Quality Design**Posted on [July 3, 2014](#) by [Sue Enger](#)

It is probably fair to say that most homeowners or builders who visit city hall (or the county) for a single family or small project permit, have less than fond memories of the experience. Permit processes provide important protections for the community. But the array of zoning and building code and utility permit requirements can feel overwhelming, especially for the non-professional.



Sacramento Pre-Approved House Plan

Some West Coast communities have successfully initiated a pre-approved plan permit option that can reduce some of the frustration. They offer homeowners or contractors the opportunity to purchase and use house plans that have been reviewed for conformance with building codes and many other standards in advance. This simple, inexpensive-to-implement option reduces the permit process time for selected housing types and can contribute to more affordable housing. Some of these plan programs also seek to promote improved residential design that fits the neighborhood context.

Portland Cottage Cluster  
Prototype

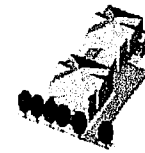
In the approach used in Portland, Sacramento, and Roanoke, the local jurisdictions have developed a library of pre-approved plans. The plans are prepared by architects who are chosen by the city, often through a competitive process. In contrast, in the approach that prevails in Washington communities, the applicant submits a “basic” plan. Once reviewed and approved, the jurisdiction keeps it on file. The applicant can reuse the pre-approved plan in the future for a reduced fee, with minimal review time required.

The programs vary from community to community targeting objectives of local concern. Sacramento offers “permit ready” plans for single family infill housing in older neighborhoods. The Portland program targets design solutions for small multiple-unit projects on infill sites, and Santa Cruz offers accessory dwelling unit plans for a variety of contexts. Lee County, FL even offers pre-approved plans for sheds!

Since time is money for a home builder, pre-approved plans can translate into reduced housing costs that can be passed on to the home buyer. A contractor's holding time costs for property taxes, construction loans, and similar costs can be reduced in addition to the contractor's time on the project. The jurisdiction can also reduce or even waive permit fees, since minimal review time is needed, even when minor changes are made to the base plan. And, of course, the pre-approved plans themselves can substantially reduce the design costs.

Many of these communities have the additional objective of using pre-approved plans to promote well-designed housing. For instance, Portland's prototype plans were developed based on design contest winners. The resulting

multi-family housing prototypes and site layouts, such as the house-plex, corner lot multi-family, contextual rowhouses, or cottages clustered along a green, significantly reduce the appearance of density. The designs tend to look like a large single family house from the street view. Sacramento developed its plans with considerable input from the recipient neighborhoods. Roanoke's plans are pre-approved as meeting neighborhood design district and building permit standards. Santa Cruz offers accessory dwelling unit plans for many different contexts and provides a step-by-step "how-to" manual for homeowners.



Portland House-plex  
Prototype (3-4 units)

One potential concern is that using the same plans repeatedly could lead to the dreaded cookie cutter, look-alike neighborhoods. But, of course, some builders are already predisposed toward using standard plans repeatedly. Some of the approaches above can produce a generally improved quality that fits neighborhood context. Offering a variety of plans, with some variations allowed, can help. In some cases, communities limit the number of times a plan can be used in a given area, and plans in some communities expire after several years.

Some communities may be reluctant to offer this option because of anticipated opposition from design professionals who may fear lost business. Some of the tactics of the above communities, including the use of pre-approved plans on a more limited basis such as for ADU housing, may alleviate potential fears. Also, if the community uses plans prepared by a number of firms, and the firms can sell the plans multiple times, they are more likely to be supportive. Having a plan in the jurisdiction's library may provide good publicity. The Washington basic plan approach may mollify design professionals, since they still prepare plans for applicants.

The pre-approved plan is a simple idea, but it may take many such good practices added together to reduce housing costs, to make permit processes less frustrating, and to improve a community's visual quality. Here are some examples.

### Examples from Other States

- [Portland Infill Design](#) and [Portland Housing Prototypes](#) – Solutions for achieving density and neighborhood-friendly design on small infill sites
- [Sacramento CA Infill House Plans](#)
- [Roanoke VA Residential Plans Library](#) and award-winning [Residential Pattern Book](#)
- [Historic Macon Pre-Approved House Plans](#)– Fully permitted plans and minimum specifications manual offered by a historic foundation
- [Santa Cruz Implements "Granny Flat" Program](#), Institute for Local Government – City provides "how-to" manual and design prototypes
- [Santa Cruz Accessory Dwelling Unit Manual](#) – Includes design prototypes for different contexts (See pp. 19 – 36)

### Washington Examples

- [King County Residential Basics Program](#), Permitting Customer Information Bulletin 12A, 12/31/2012 – King County keeps an applicant's plan on file when they intend to build additional houses using the same basic plan. Limited review time and no plan review fee charged

- Pierce County [Guide to the Building Permit Application Process for Single-Family Dwellings](#) – See Residential Submittal Requirements Instructions, p. 8, N – P – Applicant can purchase one-time rights to a pre-approved “base plan” from a company that has submitted plans to the county
  - [A User’s Guide for Base Plans, 05/2012](#) – Applicant can submit a base plan that will be kept on file for use for future buildings and that will be considered pre-approved
- Kent [“Basic” Building Plans](#)

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In "Energy and Environment"



**About Sue Enger**

Sue helps cities and counties with planning and growth management information. She has authored guidebooks on transit-supportive land use, infill development, master-planned resorts, park planning, citizen participation, and a various growth management topics for MRSC and the State. She has directed planning departments and has extensive work experience with various-sized cities and counties.

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