

Construction Permit Procedures

City of San Diego
Construction Permits Procedures
2013 Code Adoption Proposed Admin Changes

1. PERMIT EXEMPTION FOR RACKS AND SHELVING

Text as it appears in 2013 CBC Section 105.2

13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

Text as it appears in the Land Development Code

§129.0203 Exemptions from a Building Permit

- (a) A Building Permit is not required for the following *structures* and activities.

(Item 1 no change)

- (2) Fences that are 6 feet in height or less, and not supporting any other super-imposed loads.

(Item 3 no change)

- (4) Partitions that are 72 inches high or less, cases and counters. Non-fixed and movable fixtures; cases, racks, counters and partitions not over 5 feet 9 inches in height.

(Remainder of Section no change)

Reason: Add a clarification to exemption # 2 to make clear the exemption applies to self supporting fences of a common material that do not support other construction such as chain link fence above a masonry fence or a glass panel on top of a masonry fence, etc.

Modify the building permit exemption # 4 to be consistent with Section 105.2 # 13 in Ch 1 Division II of the CBC. This code change adds clarification to a building permit exemption. Currently staff infers that racks and shelving are exempt. The CBC exemption exempts fixed and moveable fixtures and cases, racks and counters and partitions 5 ft 9 in high or less. The 6 ft height had been added based on the 1991 UBC Section 3305 (g) exception 1 when corridor construction requirements exempted single tenant office spaces from corridor construction requirement in areas with partitions forming corridors that were not more than 6 ft high. The permit exemption height limit had been 5 ft 9 inch prior to the 1998 CBC amendments.

2. RULES FOR DEFERRED SUBMITTALS

Text as it appears in 2013 CBC Section 107.3.4.1

107.3.4.1 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.

Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the building official.

Text as it appears in the Land Development Code

**§129.0205 Deferred Submittals of Required Building Permit
Application Materials**

Before issuing a Building Permit, the Building Official may allow deferral of submittal documents relating to a specific portion of the design.

- (a) The Building Official shall specify a maximum time period for submittal of the deferred documents. The Building Permit for the non-deferred portions may be issued and construction may start on the non-deferred portions of the work, before the deferred submittals are submitted.
- (b) The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Building Official.
- (c) Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.
- (d) The deferred submittal items shall not be installed until their design and submittal documents have been approved by the Building Official.

Reason: The proposed code change updates the deferred submittal requirements for consistency with the CBC. Building components and elements that are required to be in place and operational at the time that the final inspection is approved are outlined in Information Bulletin # 188 which is posted on the DSD web site.

3. ELECTRICAL PERMIT EXPIRATION RULES

Update the permit expiration rules for consistency with the rule that they cannot be extended.

Text as it appears in the Land Development Code

~~§129.0310~~ ~~Initial Utilization of an~~ **Electrical Permit Expiration**

- (a) An Electrical Permit shall ~~become void~~ expire if substantial work authorized by the permit has not been completed and validated by an inspection within 180 calendar days of the date of permit issuance ~~unless an extension has been granted pursuant to Section 129.0313.~~

~~§129.0311~~ ~~Maintaining Utilization of an~~ **Electrical Permit**

- (b) An Electrical Permit shall ~~become void~~ expire if, after initial utilization of a permit pursuant to Section 129.0310 (a), work authorized by the permit is suspended or the *structure* is abandoned for a continuous period of 180 calendar days.

~~§129.0312~~ ~~Expiration of an~~ **Electrical Permit**

- (c) An Electrical Permit shall expire 2 years after the date of permit issuance ~~If~~ if the work authorized by the Electrical Permit has not received final inspection approval by the permit expiration date, ~~all work shall stop until a new permit is issued.~~
- (d) If the work authorized by the Electrical Permit has not received final inspection approval by the permit

expiration date, all work shall stop until a new permit is issued.

- (e) Any Electrical Permit associated with a Building Permit shall expire concurrently with the Building Permit.

~~§129.0313~~ **No Extension of Time for an Electrical Permit**

- ~~(a)~~(f) An expired Electrical Permit may not be renewed unless extended by the Building Official ~~in connection~~ concurrently with the extension of a Building Permit.

~~§129.0314~~0311 **Required Inspections for an Electrical Permit**

All construction work and equipment authorized by an Electrical Permit shall be inspected by the Building Official in accordance with Section ~~129.0111~~ 129.0314. Inspections that may be required are established by the Building Official.

~~§129.0315~~0312 **Electrical Permits for Temporary Installations**

(Remainder of Section no change)

Reason: The proposed update reformats the permit expiration rules and corrects conflicting rules. No extensions of time are permitted for standalone electrical, for example an electrical service upgrade or the installation of electric vehicle chargers.

4. PLUMBING PERMIT PROCEDURE

Update the Plumbing Permit procedures for work exempt from a permit.

Text as it appears in the Land Development Code

§129.0403 Exemptions from a Plumbing Permit for Plumbing Work

(a) A Plumbing Permit is not required for the following plumbing work.

~~(a)~~(1) Stopping of leaks in drains, soil, waste, or vent pipe. However, this exemption does not apply for the replacement of any drain pipe, soil, waste, or vent pipe with new material in any part as part of the repair.

~~(b)~~(2) Clearing of stoppages, or the repair of leaks in soil, waste, or vent pipes, valves, fixtures, or replacement of exposed traps in existing plumbing systems serving lavatories, sinks, laundry trays, or similar fixtures.

~~(c)~~(3) Replacement in kind of plumbing fixtures ~~in any single dwelling unit, or in any multiple dwelling unit building with 8 or fewer units~~ unless the installation requires an alteration or replacement of drainage, waste, vent, or water supply piping.

(b) Exemption from the permit requirements of the Plumbing Regulations does not authorize any work to be done in any manner in violation of the provisions of the Plumbing Regulations or any other applicable local or state regulations.

Reason: The proposed change aligns the plumbing permit procedures with those in chapter 1 Division II of the California Plumbing Code. Plumbing system inspections in existing buildings are only necessary when the work requires a modification to water supply piping, waste piping or plumbing vent piping.

The section is further modified to make clear that an exemption from a permit is not an exemption from requirements. Historically

plumbing and mechanical procedures have been combined and renumbering Divisions in Ch 12 Article 9 will create numerous modifications in other portions in the Land Development Code and as a result the Division will cover both Plumbing and Mechanical Permit procedures.

5. MECHANICAL PERMIT PROCEDURE

Update the Mechanical Permit procedures for work exempt from a permit. Relocate the administrative requirements for the Mechanical Regulations to Chapter 12 Article 9 Division 4 and delete overlaps.

Text as it would appear in LDC

§129.0404 Exemptions from a ~~Plumbing~~/Mechanical Permit for Heating, Ventilation, Air Conditioning, and Refrigeration Work

(a) ~~A Plumbing~~/Mechanical Permit is not required for the following heating, ventilation, air conditioning, or refrigeration repair work:

- (1) ~~(a)~~ The repair of heating, ventilation, air conditioning, or refrigeration equipment, provided the work does not require removal of the equipment from its installed position or the replacement of faulty controls, valves, driers, or filters in the system;
- (2) ~~(b)~~ Installing temperature controls, repairing leaks, or recharging refrigeration compressors or systems;

- (3) ~~(e)~~-Servicing, or repairing ice machines;
- (4) ~~(d)~~-Installing self-contained refrigerators or freezers.

§148.0105 Exemptions from a Mechanical Permit

- (a) ~~A mechanical permit is not required for the following structures or activities:~~
 - ~~(1) — Structures placed in public streets, alleys and sidewalks, except those regulated by Chapter 31 and 32 of the California Building Code.~~
 - ~~(2) — Work done by employees of the City on City owned or leased buildings.~~
 - (5) ~~(3)~~-A portable heating appliance, portable ventilating equipment, a portable cooling unit, or a portable evaporative cooler.
 - (6) ~~(4)~~-Replacement of piping in a A closed system of steam, hot, or chilled water piping within heating or cooling equipment regulated by the ~~2010 California Mechanical Code~~.
 - (7) ~~(5)~~-Replacement of any component part of assembly of an appliance that

does not alter its original approval and complies with other applicable requirements of the 2010 California Mechanical Code.

- (8) ~~(6)~~ Refrigerating equipment that is a part of the equipment for which a permit has been issued pursuant to the requirements of the 2010 California Mechanical Code.

~~(7) A unit refrigerating system.~~

- (b) ~~Exemption from the permit requirements of this code shall not be deemed to grant authorization for work to be done in violation of the provisions of the 2010 California Mechanical Code or other laws or ordinances of the City of San Diego.~~ Exemption from the permit requirements of the Mechanical Regulations does not authorize any work to be done in any manner in violation of the provisions of the Mechanical Regulations or any other applicable local or state regulations.

Reason: The proposed change aligns the plumbing permit procedures with those in chapter 1 Division II of the California Mechanical Code. Additionally, overlapping text has been deleted and the regulations are now completely located in the administrative chapter 12 of the LDC

6. PLUMBING/MECHANICAL PERMIT PLAN REQUIREMENTS

Text as it appears in the Land Development Code

§129.0407 How to Apply for a Plumbing/Mechanical Permit

- (a) An application for a Plumbing/Mechanical Permit shall be submitted in accordance with Sections 112.0102 and 129.0105.
- (b) Every application shall include the following information:
 - (1) Location of the work proposed to be installed; and
 - (2) The amount and kind of work proposed.
- (c) Submittal documents including plans, specifications, and schedules as may be necessary to determine whether the installation as described will be in compliance with the requirements of the Plumbing and Mechanical Regulations.
 - (1) Plumbing/mechanical plans are not required when the Building Official determines that the scope of work and compliance with the applicable portions of the California code of Regulations - Title 24 can be verified through an inspection.
- (d) ~~One or more sets of plumbing/mechanical plans shall be submitted as required by the Building Official.~~ When plans are required they shall be sufficiently complete to demonstrate compliance with the Electrical Regulations or other applicable State or local regulations.
- (e) All submitted plans shall be signed as required by Chapter 7 of the California Business and Professions Code.

(Remainder of Section no change)

Reason: The proposed change aligns the plumbing and mechanical permit procedures with current practice of allowing no plan permits for certain installations and projects. The project submittal manual will be updated for consistency when the proposed code change is approved. Subsection (d) is addressed in the project submittal manual and is therefore redundant.

7. PLUMBING/MECHANICAL PERMIT EXPIRATION RULES

Update the permit expiration rules for consistency with the rule that they cannot be extended.

Text as it appears in the Land Development Code

**§129.0411 ~~Initial Utilization of a Plumbing/Mechanical Permit~~
Expiration**

(a) A Plumbing/Mechanical Permit shall ~~become void~~
expire if the work authorized by the
Plumbing/Mechanical Permit has not begun within
180 calendar days of the date of permit issuance.

**§129.0412 ~~Maintaining Utilization of a Plumbing/Mechanical~~
Permit**

(b) A Plumbing/Mechanical Permit shall ~~become void~~
expire if, after initial utilization of a permit pursuant
to Section 129.0411 (a), the work authorized by the
Plumbing/Mechanical Permit is suspended or
abandoned for a continuous period of 180 calendar
days.

§129.0413 ~~Expiration of a Plumbing/Mechanical Permit~~

(c) A Plumbing/Mechanical Permit shall expire by
limitation and become void 2 years from the date of

permit issuance ~~If~~ if the work authorized by the Plumbing/Mechanical Permit has not received final inspection approval by the permit expiration date.

(d) ~~all~~ If the work authorized by the Plumbing/Mechanical Permit has not received final inspection approval by the permit expiration date all work shall stop until a new Plumbing/Mechanical Permit ~~permit~~ is issued.

(e) Any Plumbing/Mechanical Permit associated with a Building Permit shall expire concurrently with the Building Permit.

~~§129.0414~~ **No Extension of Time for a Plumbing/Mechanical Permit**

~~(a)~~(f) An expired Plumbing/Mechanical Permit may not be renewed, unless extended by the Building Official in ~~connection~~ concurrently with the extension of a Building Permit.

(b) ~~The recipient of a new Plumbing/Mechanical Permit is required to finish any work that was not finished because of the expiration of the permit; however, unfinished work may be removed without a permit. All work under a new Plumbing/Mechanical Permit must comply with the regulations in effect at the time the new permit is issued.~~

~~§129.0415~~0412 **Required Inspections for a Plumbing/Mechanical Permit**

- (a) All construction work and equipment authorized by a Plumbing/Mechanical Permit shall be inspected by the Building Official in accordance with Section ~~129.0111~~ §129.0415 and the inspection requirements of the Land Development Manual.

(Remainder of Section no change)

§129.0416-0413 Notification of Incomplete Installations

- (a) If any person to whom a Plumbing/Mechanical Permit has been issued ~~quits~~ abandons an installation, the ~~permittee~~ permit holder, owner, or owner's authorized representative shall notify the Building Official in writing. The notice shall be given within 2 calendar days of the date on which work was discontinued and shall include a request for inspection of the work installed. Upon receipt of this notification by the Building Official, the Plumbing/Mechanical Permit shall ~~become void~~ expire.
- (b) Upon receipt of this notification by the Building Official, the Plumbing/Mechanical Permit shall ~~become void~~ expire. No person shall resume work on any incomplete installation until the installation has been released by the Building Official and a new Plumbing/Mechanical Permit has been obtained. A copy of the notice shall accompany the application for the new permit.

§129.0419-0414 No Deviation from Plumbing/Mechanical Permit Without Approval

(Remainder of Section no change)

§129.04200415 Temporary Plumbing Permit

(Remainder of Section no change)

§129.0421 Temporary Gas Permit

(Remainder of Section no change)

Reason: The proposed change updates the permit expiration rules to be consistent with the prohibition on extension of an Electrical Permit. Updates the term permittee and replaces it with the defined term permit holder. Uses some text located in the Plumbing/Mechanical Permit rules.

8. UPDATE THE DEMOLITION PERMIT EXEMPTIONS

Revise Section

§129.0503 Exemptions from a Demolition/Removal Permit

- (a) A demolition/removal permit is not required to demolish or remove any structure that is exempt from a building permit in accordance with Section 129.0203.
- (b) A Demolition/Removal Permit is not required to demolish the following:
 - (1) A one-story framed structure that is 500 square feet or less in area, and not served by a sewer or electrical system or gas system, unless the structure has been determined to be a contributing element to a designated historical structure or site;
 - (2) A temporary construction shed or office; or

- (3) A temporary tract or *subdivision* office for which a temporary *construction permit* had been previously issued.
- (c) A Demolition/Removal Permit is not required to demolish only a part of a *structure*. A partial demolition may require a Building Permit in accordance with Chapter 12, Article 9, Division 2.

Reason: The purpose for a demolition and removal permit is to ensure the orderly demolition of a building and the proper removal and disposal of construction debris and the capping of or removal of underground utilities. The proposed change is necessary to clarify the intent of the section was not to exempt the demolition of a building that includes utilities and is mainly intended for the demolition and removal of a minor light framed wood structure.

9. FIRE PERMITS

Add a new Division 9 to chapter 12 Article 9 “Construction Permits” to include Fire permit procedures. Fire permits are construction permits as is defined in Section 113.0103 of the LDC.

Text as it appears in the Land Development Code

§129.0901 Purpose of Fire Permit Procedures

The purpose of these procedures is to establish the process for the review and approval of Fire Permit applications for compliance with the minimum standards necessary to safeguard public health, safety, and welfare.

§129.0902 When a Fire Permit Is Required

- (a) No fire suppression system, fire alarm system, or component of such systems, shall be installed

within any structure or premises nor shall any alteration, addition, or replacement be made in any such existing fire suppression or fire alarm system unless a Fire Permit has been obtained for the work.

(b) A Fire Permit is not required for the maintenance of fire suppression and fire alarm systems as is established by Chapter 9 in the California Fire Code.

§129.0903 General Rules for Fire Permits

(a) No fire suppression system or fire alarm system shall be constructed, enlarged, altered, repaired, improved, converted, permanently relocated or partially demolished unless a Fire Permit has first been obtained from the Building Official, except as exempted in Section 129.0902.

(b) Permits for fire suppression piping or other materials in and across streets and alleys may be issued only after approval has been granted for the installation by the City Engineer.

(c) Fire Permit applications, as well as associated plans and documents necessary for approval of a fire suppression or fire alarm system, may be submitted after issuance of a Building Permit in accordance with Section 129.0205 of the Land Development Code.

§129.0904 Qualifications for Obtaining a Fire Permit

A Fire Permit may be issued only to a person, firm, or corporation that holds a valid California State Contractor's

License that permits Fire protection system installations such as fire alarm and fire suppression systems.

§129.0905 How to Apply for an Fire Permit

- (a) An application for a Fire Permit shall be submitted in accordance with Sections 112.0102 and 129.0105.
- (b) Every application shall include the following information:
 - (1) The location of the work proposed to be installed; and
 - (2) The amount and kind of work proposed.
- (c) Submittal documents including plans, specifications, diagrams and computations, inspection requirements, and other data may be required. The submittal documents for an application shall be in accordance with the requirements of the Land Development Manual.
- (d) The Fire Permit shall be issued for the work proposed to be installed as described in the permit application and no deviation from the work proposed to be installed shall be made without the written approval of the Building Official.
- (e) All submitted plans shall be signed as required by Chapter 7 of the California Business and Professions Code.

§129.0906 Decision Process for a Fire Permit

A decision on an application for a Fire Permit shall be made by the Building Official in accordance with Process One. The Fire Permit shall be approved if the Building Official determines that the work described in the permit application and the accompanying plans complies with the requirements of the Building Regulations and the appropriate standards referenced in the California Building Code, other applicable laws and ordinances, and any applicable *development permit*.

§129.0907 Issuance of a Fire Permit

- (a) A Fire Permit may be issued after all approvals have been obtained and the required fees have been paid.
- (b) A Fire Permit shall not be issued prior to the filing of a Building Permit application when a Building Permit is required by Section 129.0202.

§129.0908 Fire Permit Expiration

- (a) An Fire Permit shall expire if substantial work authorized by the permit has not been completed and validated by an inspection within 180 calendar days of the date of permit issuance.
- (b) A Fire Permit shall expire if, after initial utilization of a permit pursuant to Section 129.0908 (a), work authorized by the permit is suspended or the *structure* is abandoned for a continuous period of 180 calendar days.

- (c) A Fire Permit shall expire 2 years after the date of permit issuance.
- (d) If the work authorized by the Fire Permit has not received final inspection approval by the permit expiration date, all work shall stop until a new permit is issued.
- (e) Any Fire Permit associated with a Building Permit shall expire concurrently with the Building Permit.
- (f) An expired Fire Permit may not be renewed unless extended by the Building Official in connection with the extension of a Building Permit.

§129.0909 Required Inspections for a Fire Permit

All construction work and equipment authorized by a Fire Permit shall be inspected by the Building Official in accordance with Section 129.0111. Inspections that may be required are established by the Building Official.

Reason: The Land Development Code currently has no rules for the issuance of Fire Permits necessary to collect fees for the inspection of fire alarm and fire sprinkler systems required by the California Building Code. Fire Permits are similar to Electrical Permits, Plumbing Permits and Mechanical Permits in that they are issued as standalone permits or are issued in connection with a Building Permit.

When the scope of work is associated with a building permit, in other words a new building or a remodel or an addition for example, a Fire Permit expires or is extended concurrently with the Building Permit.

It is possible that the work does not require a Building Permit, for example commercial kitchen hood suppression systems or a voluntary sprinkler system installation in an existing building.

Submittal of plans and documents necessary to demonstrate compliance with the design and installation standards

referenced in the CBC or CRC may be deferred until after issuance of the Building Permit.