



**An Applicants Guide
to Residential
Building Permits
City of Galt
Building Department**

Service Assistance Telephone Numbers

City of Galt

Administration	209-366-7100
Building Department	209-366-7200
Inspection Request Line (24 hours).....	209-745-1337
City Clerk Office.....	209-366-7130
Finance Department.....	209-366-7150
Planning Department	209-366-7230
Public Works Department	209-366-7260
Galt School District (Fees)	209-744-4545
Cosumnes Community Facilities Service District (Fire).....	866-598-3473
SBC (phone service)	800-310-2355
PG&E	800-743-5000
SMUD	888-742-7683
Sacramento County Assessor's Office Parcel Information	916-875-0700
Sacramento County Environmental Health.....	916-874-6010
USA (Call before you dig.).....	800-227-2600

Every attempt has been made to avoid differences between the information contained in this pamphlet and zoning and building code requirements. However, regulations, codes and ordinances are sometimes changed or revised in order to maintain the most current and up-to-date standards. In cases where a conflict occurs between an adopted code and the information contained in this pamphlet, the adopted code requirements must be observed.

This pamphlet was prepared to assist and answer general questions in the following areas:

1. Requirements for permits and the benefits derived from building according to code.
2. Procedures to be followed in obtaining a permit.
3. What your plans should include.
4. Procedures for calling for an inspection.
5. Zoning information.
6. Choosing a contractor.

This pamphlet does not attempt to answer technical questions that may arise during the construction of a building; however, it does answer many of the general questions asked each day at the Building Department Office.

Finally, we wish to emphasize that the building inspectors are knowledgeable in the construction field and are willing to answer your questions whenever possible. For additional information regarding your proposed home improvement, contact the Building Department Office building@ci.galt.ca.us

Q: Why do I need a building permit?

The purpose of the building permit is to control the characteristics of construction and the use of property to ensure that the City of Galt continues to be a safe, beautiful area in which we can live, rear our children, work, and play. The building permit is based on the California Building Code, California Plumbing Code, California Mechanical Code, California Electric Code, California's Energy Efficiency Standards, and City of Galt Municipal Code. The codes have been carefully enacted by your City Council to protect health, general welfare, and your property investment. Also, the evidence of a building permit is often necessary to obtain financing from lending agencies. Fire and liability insurance damages may not be paid in some cases where improvements do not meet regulations.

Q: Where do I go to apply for a permit?

You must come into the Building Department located at 495 Industrial Drive, Galt, CA. Counter hours are 7:30 a.m. to 5:30 p.m., Mon. – Thurs., except holidays. Closed every Friday.

Q: Who applies for the permit?

If you are undertaking a do-it-yourself project, you apply for the building permit. The City of Galt permitting program can include any structural, electrical, mechanical, or plumbing for a specific project, so separate permits are not required. However, when completing an application for a building permit, you must indicate if the permit also covers associated structural, plumbing, mechanical, or electrical work. You need to complete an owner builder verification form in addition to the permit application. If a licensed contractor will perform the work, you should protect yourself from possible liability by having the contractor apply for the permit in his or her name. If you employ someone who is not a licensed contractor to help with your project, you need Worker's Compensation Insurance. In addition, you are required to show proof of the insurance at the time your permit is issued.

Q: How soon can I get a building permit?

Some electrical, plumbing, and mechanical permits may be issued over-the-counter if time permits. The time required to obtain other permits varies with departmental workload. Contact the Building Department (209-366-7200) for the status of a pending permit

Q: When do I need a building permit?

- ✓ To build a house or other buildings.
- ✓ To make improvements, alterations, or additions.
- ✓ To make electrical, mechanical, or plumbing installations or alterations.
- ✓ For swimming pools, sheds over 120 sq. ft., water heaters, signs, patio covers and screen rooms.
- ✓ For solar heating systems, spas, and re-roofs.
- ✓ When constructing any fence, contact the Planning Dept., for fence regulations.

REMEMBER: A building permit is required before any construction or work begins. When in doubt, please call the Building Department for assistance at 209-366-7200.

Q: How much does a permit cost?

Permit fees vary depending on the type of construction, square footage, and/or valuation of your project. The building permit fee may be only one of the required fees. Additional fees may be associated with sewer connection, school impact, use permit, highways and transportation, water connection, zoning plan review, etc.

Q: How long is my building permit valid?

Your permit will be valid provided you begin construction within 180 days, do not suspend work for more than 180 days, and have required inspections at least every 180 days until the project is completed. If it appears that 180 days will pass without a required inspection, a request for an extension must be made in writing prior to the expiration date. The Building Official may grant one extension. If you do not request an extension in writing, the cost to re-activate a permit will be one-half the original cost of the permit.

Q: What do I do with my permit?

File your copy of the permit with other important papers. You will be issued a green inspection card to be displayed at the job site where it will be signed by the inspector indicating approval of various stages of the construction. The approved plans must also be on the job site and available to the inspector at the time of the various inspections.

Q: I have changed my mind and do not want a building permit. Can I get a refund?

Partial refunds are possible. For fees paid as part of a building permit application, a refund must be requested within 180 days after paying the fee. If the permit has been issued but no inspections have been performed, 50 percent of the total fees paid may be refunded. School district fees, sewer connection fees, etc. may be refunded in full, depending on the fee type and costs incurred by the City.

Q: What steps should I follow for a permit for a new house or addition?

1. Prepare three sets of plans for submittal and two copies of the plot plans drawn to scale. Show the location of proposed construction with dimensions to front, rear, and side street and property lines. Provide two copies of front yard landscape detail. Show lot size, drainage flow arrows, and distance to other existing structures on the lot. Provide the assessor's parcel number and/or address, north arrow, and easements. Show heating and air conditioning equipment. Superimpose the roof outline on the plan.

Also, provide three copies of building plans and specifications drawn to scale with sufficient detail to indicate conformance to applicable construction standards, codes, and ordinances. If floor or roof trusses are used, include three sets of truss calcs (from manufacturer). Make (2) separate copies of the floor plan and foundation plan, to scale, on 11"x 17" format. Now you must determine whether to hire a professional to accomplish these requirements or perform them yourself.

2. Come to the Building Dept and you will receive directions on processing your plans through our office. The number of plans ahead of yours will determine the amount of time required for plan review.
3. After the appropriate departments have reviewed your plans, all applicable codes are met, and any "clouds" are removed from the parcel, you can obtain your permit. The building permit fee is paid at the time you pick up your permit and approved plans (if applicable).

Q: What should my plans include?

The three sets of plans should be drawn 1/4" = 12" scale and should be of sufficient clarity to indicate the nature and extent of the proposed work. Please include the following:

1. Plot Plan.
2. Foundation plan and details.
3. Floor plan indicating the use of each room, room dimensions, and the location and size of all windows and doors.
4. Framing plan showing size and spacing of all beams, floor joists, rafters, headers, bracing, floor and roof sheathing, and roof covering.
5. Electrical receptacles, light fixtures, smoke detectors, switches, and size and location of main service panel.
6. Plumbing fixtures and their location.
7. Furnace or heating appliances and their location.
8. Exterior elevations.
9. Energy data showing compliance with California's Energy Efficiency Standards.
10. Engineering calculations and data for other than conventional wood frame construction or over two stories high.

Q: When are inspections required?

A general rule to remember is that before any phase of construction is concealed by a second phase, an inspection is required.

Q: How do I call for an inspection?

The Building Dept. has an automated inspection request phone line available 24 hours/day and 7 days/week at 209-745-1337. To schedule an inspection, you must call prior to 7:30 a.m. the day of requested inspection. Call received after that time will be inspected the following day.

Q: What does the building inspector do?

The building inspector must approve the work at each inspection; he will initial the inspection card and date it to indicate approval. If the work is not complete or does not

meet the applicable code requirements, the inspector will leave a correction notice identifying required corrections. Every phase of the job is inspected and approved before starting the next phase of the job. On new construction, the inspections may follow this pattern:

1. Yard setbacks/foundation inspection when forms and reinforcing bars are in place. A gravel inspection may be necessary for slab construction.
2. Ground plumbing inspections with water lines under pressure and all sewer/vent lines filled with 10 ft. of water head and before lines are covered.
3. Floor joist inspection before the subfloor is installed. This may include heat ducts and dryer vents.
4. Electrical, heating, and plumbing work after the exterior is enclosed and before applying the insulation or interior finish. All the framing, including the roof. Exterior lathing inspection before stucco is applied.
5. Insulation inspection followed by sheetrock/ nail inspection.
6. Gas and electrical appliance inspection after installation. Gas line test after sheetrock installation.
7. Final inspection. Construction is checked for all code regulations that make it habitable.

Q: Are there zoning regulations?

Yes. The Zoning Code regulates the use of land, off-street parking, and the location, height, dimensions, and use of buildings and fences. The Planning Department can provide you with zoning information. It is advisable to draw a full dimension or a to-scale sketch of your property, giving the location of all existing structures. This information will enable the Planning Dept. to give you specific information regarding street setbacks, side yard and rear yard requirements, etc. Because the setbacks may vary according to your area, information concerning setbacks can only be given for specifically identified locations.

Q: Can I get electric power to the job site?

Yes, you may obtain a permit for a temporary power pole by contacting SMUD.

Q: When are permanent utility connections provided?

The gas system must pass the pressure test before a release will be given to PG&E. A final electrical inspection must be performed before a release will be given to SMUD.

Q: When are grading permits required?

If extensive grading of your lot is proposed, you may need a grading permit from the Public Works Department.

Q: Are there requirements for public improvements and engineering?

“Conditional permit requirements,” means a condition imposed upon issuance of any building permit, when the total valuation of all work has been determined by the building official to equal or exceed five thousand dollars, that complete frontage improvements shall be required. Design and construction shall comply with the City improvement standards, upon approval by the City Engineer (Public Works Department). Exception: repairs, maintenance and where conditions may exist which makes strict application of this section a hardship or impractical, as recommended by the City Engineer, upon written approval by the applicant, and within thirty days of receipt of notice of such requirement, the City Council may waive or defer this section.

Q: How do I select a contractor?

This information can best be obtained from the booklet, “What You Should Know Before You Hire a Contractor”, prepared by the State Contractors License Board. Copies are available at our permit counter. More information is available on the State website - www.cslb.ca.gov

Q: Can I act as my own contractor?

“Owner-builder” is basically a situation in which the homeowner becomes the general contractor. As an “owner-builder”, you, not the person you hire, assume responsibility for the overall job, which may include such things as State and Federal taxes, Worker’s Compensation and other legal liabilities. Unless you are very experienced in construction, it may be best to leave these matters to a contractor.