



Fax (909) 626-3691

GENERAL BUILDING PERMIT ISSUANCE INFORMATION

Building permits are issued during the hours of **7:00 to 9:00 a.m. or 4:00 to 5:30 p.m.**, Monday through Thursday, and other times by special appointment.

In order for a permit to be issued to a **licensed contractor**, the following must be presented:

- ✓ Valid contractor's license, pocket copy (not wall copy);
- ✓ Proof of Workman's Compensation Insurance carrier and policy number;
- ✓ If licensed contractor cannot appear in person, an authorized agent may obtain permit provided **all** the following is presented:
 - 1) Copy of the contractor's license (pocket copy);
 - 2) Letter of Authorization on company letterhead, signed by license holder (signature on letter and license must match);
 - 3) Proof of Workman's Compensation Insurance carrier and policy number.

Property owners may obtain an "owner-builder" permit provided they meet the following:

- ✓ They are the owners, doing the work themselves;
- ✓ They sign an "exemption from worker's compensation insurance" form (stating homeowner is doing the work; however, if they become subject to insurance requirements, they will comply with such provisions).

Plans submitted for plan check are required to include the following:

- ✓ Room additions require **three sets** of detailed plans including a plot plan, floor plan, elevations, framing, electrical, mechanical, plumbing details, and energy compliance forms.
- ✓ Tenant improvements require **three sets** of the above-required plans.
- ✓ New structures (by appointment only) require **five complete sets** of above-required plans, with the **addition of two sets** of soils reports and structural calculations.
 - Plan check deposit is required on all submittals.
 - **Two sets** of grading plans and **one copy** of soils report **must be submitted to** the Public Works / Engineering Division along with the required plan check fee. (See engineering fee schedule on page 2.)
 - Fire sprinkler plans **must be submitted to** the Fire Department.

Note: For special appointment or further information, please ☎ the Building Division at (909) 625-9437.

Public Works/Engineering Division

PLAN CHECK FEE SCHEDULE

All plan check fees are for first two (2) sheets with fees for additional sheets as noted

Final Tract Map or Parcel Map Check	\$1,600.00 plus \$75.00 per lot
Grading Plan Check ~ Rough	\$2,100.00 plus
.....	\$100.00 each additional sheet
Grading Plan Check ~ Precise.....	\$2,100.00 plus
.....	\$300.00 each additional sheet
Street Plan Check.....	\$2,100.00 plus
.....	\$1,000.00 each additional sheet
Sewer Plan Check	\$2,100.00 plus
.....	\$1,000.00 each additional sheet
Storm Drain Plan Check	\$2,100.00 plus
.....	\$1,000.00 each additional sheet
Hydrology Study Review	\$150.00 per hour ~ min. 3 hrs.
Water Quality Management Plan Review (WQMP)	\$150.00 per hour
Non-Categorical WQMP.....	\$1,200.00
Categorical WQMP	\$3,000.00
Lot Merger/Parcel Merger or Lot Line Adjustment.....	\$950.00
Other Engineering Reviews	\$150.00 per hour

The above fees include checking all relevant support documents required. The support documents include soils reports, title reports, closure calculations, compliance with conditions of approval, etc.

Grading plan checking is done by the Engineering Division of the Public Works Department. Grading permits are issued by the Building Division of the Community Development Department after grading plans have been approved by the Engineering Division.

Plan checking for water lines and appurtenances is performed by the Monte Vista Water District with fees set and collected by that agency. Approval of water plans by the City is not generally required.