

Residential Window Replacement Requirements Package



**COUNTY OF SACRAMENTO
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING PERMITS & INSPECTION DIVISION**

Permit Requirements for Replacement of Residential Windows

These requirements are for permits issued on or after January 1, 2010

BUILDING INSPECTION REQUIREMENTS

Current Building and Energy Code requirements for window replacement and installation necessitates that a building permit is obtained for these installations in the County of Sacramento. All forms of retrofit window replacement, other than a simple re-glazing of a window (installing glass into an existing frame), requires a permit. The installation of only a single window shall be exempt from requiring a building permit if it is not a code required egress window, or has safety glazing requirements as detailed below. Sliding glass door installations shall not be exempt from requiring a permit. This single window permit exemption shall be limited to a maximum of two windows in any one year period of time.

The following is a listing of the general requirements for permit applications based on the California Residential Code and California Energy Efficiency Standards.

- All Windows shall be installed in accordance with the manufacturer's requirements (including new flashing).
- Windows are required to have Dual Glazing with a maximum U-factor of 0.32, and a maximum Solar Heat Gain Coefficient (SHGC) of 0.25. (California Title 24 Energy Standards).
- Windows replaced in bedrooms shall meet all of the following emergency escape and rescue requirements (CRC 310.1):
 - ❑ Minimum 5.7 square feet of openable area. (minimum 5.0 square feet required for grade level bedrooms; i.e. less than 44" from exterior grade)
 - ❑ Minimum 20 inches clear width, and minimum 24 inches clear height when open.
 - ❑ Maximum sill height of 44 inches from the finished floor to the bottom of the clear opening.
- Where the window opening (measured at the window sill) is located more than 72 inches above the exterior finished grade, the interior sill height shall be 24" or more above the finished floor. Any window located less than 24 inches above the finished floor shall be either fixed glazing or have a protective guardrail to protect against falling out of the building. (CRC Section R612.2).
- All habitable rooms are required to have natural light (windows and skylights) sized to a minimum of 8% of the floor area of the room, and ventilation (openable portion of window or skylight) sized to a minimum of 4% of the floor area. For example, a 100 square feet habitable room is required to have a minimum of 8 square feet of natural light and 4 square feet of ventilation. (CRC Section R303)
- Tempered glazing shall be installed in the following locations (CRC Section R308.4):
 - ❑ Glazing within a 2 foot arc of a door in a closed position and where the bottom exposed edge of the glazing is less than 30 inches above the walking surface.
 - ❑ Glazing in walls enclosing stairway landings, or glazing within 5 feet horizontally of the bottom tread, or 3 feet of the top of stairways and where the bottom edge of the glazing is less than 60 inches above the walking surface.
 - ❑ Glazing in enclosures for, or walls facing hot tubs, spas, saunas, steam rooms, bathtubs and showers, or glazing within 60 inches of the water's edge of a swimming pool.
 - ❑ Any glazing meeting **all** the following conditions:
 - ✓ Exposed area of an individual pane greater than 9 square feet
 - ✓ Exposed bottom edge is less than 18 inches above the finished floor.
 - ✓ Exposed top edge is greater than 36 inches above the finished floor.
 - ✓ Where a walking surface is within 36 inches horizontally of the glazing.

Where required, tempered glazing shall be permanently identified by a manufacturer marking that is permanently applied and cannot be removed without being destroyed (e.g. sand blasted, acid etched,

ceramic fired, laser etched, or embossed). Stickers attached to the window are not sufficient evidence of safety glazing. (CRC Section R308.1)

- Smoke Alarms to be provided in all sleeping rooms and adjacent hallways, multi-levels, and basements. (CRC Section R314) See form CO-33.
 - Carbon Monoxide Alarms to be provided outside each sleeping area in the immediate vicinity of the bedrooms and one on every level of a dwelling unit, including basements. (CRC Section R315) See form CO-33.
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PERMIT PROCESS (Retrofit Windows using original window frame)

- A completed permit application either at one of our counters or online.
- Permits shall be issued as a Sacramento County CBR type of permit (repair permit).

INSPECTION PROCESS

Inspections are required: Call for a final inspection, code #, 199.

- The **final** inspection shall be scheduled when all of the work is complete.

Acceptance forms (CF-2R ENV-01) or evidence the windows meet a maximum U-factor of 0.32, and a maximum Solar Heat Gain Coefficient (SHGC) of 0.25) will need to be provided to the field inspector at time of inspection. Stickers removed from the windows will be sufficient evidence for energy compliance.

PERMIT PROCESS (Additional Windows or Doors and/or Altered Opening Size.

- A completed a permit application and submit at one of our counters.
- Permits shall be issued as a Sacramento County CBA type of permit (alteration permit).
- Detailed site plan (minimum 11"x17" paper) showing the property lines and all setbacks. This plan shall include the use and size of each room and the size and location header details of each widened existing window and/or proposed new window.

INSPECTION PROCESS

Two inspections are generally required: A rough frame inspection and a final inspection (when complete).

- The rough **frame** shall be scheduled when the new window is installed or an existing window opening is changed, and before the exterior covering (stucco or siding) is added.
- The **final** inspection shall be scheduled when all of the work is complete.

Acceptance forms (CF- ENV-01 or current) or evidence the windows meet a maximum U-factor of 0.32, and a maximum Solar Heat Gain Coefficient (SHGC) of 0.25) will need to be provided to the field inspector at time of inspection. Stickers removed from the windows will be sufficient evidence for energy compliance.



**COUNTY OF SACRAMENTO
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING PERMITS & INSPECTION DIVISION**

Window Replacement Policy

New Installations:

Current CRC Emergency Egress Requirements

Basements, habitable attics and sleeping rooms shall have at least one exterior emergency escape and rescue opening. Such openings shall 1) open directly into a public way, yard, or court that opens to a public way, 2) have a minimum net clear opening area of 5.7sqft [5sqft for grade-floor level openings] with minimum net clear dimensions of 24" opening height and 20" opening width and 3) have a sill height not more than 44" above the floor.

Retrofit window installations:

Existing Structures/Alterations and Repairs

An existing building or portion thereof, which does not comply with the requirements of this code for new construction shall not be altered or repaired in such a manner that results in the building being less safe or sanitary than such building is currently. However, minor reductions in the clear window opening dimensions are allowed.

In cases where the opening dimension changes are not minor: If the Contractor can demonstrate that the existing egress window in the sleeping areas met the Building Code egress requirements enforced at the time the structure was permitted, and the replacement/retrofit window assembly will not decrease the required opening size of those code requirements, then he/she will not be required to bring the new egress windows to current requirements, provided the following conditions are met:

- At the time the permit is applied for, the applicant will include in the "Scope of Work" on the Permit Application, a statement: "The egress windows will meet the code requirements enforced at the time the structure was permitted. The structure was built in 19XX."
- At the Final Inspection, the Building Inspector will verify that the finished sill or opening height and dimensions of the opening are in compliance with the code in effect at the time the building was originally constructed. See the table below:

Sacramento County Code Adoption and Egress Window Requirements						
Date of Original Permit Application	Code in effect	Section	Maximum Sill Height	Minimum Net Opening	Minimum Height	Minimum Width
Jun 11, 1962 through Apr 18, 1971	UBC 1961 and 67	3320	48 inches	5.0 sq. ft.	24 inches	24 inches
April 19, 1971 through July 5, 1977	UBC 1970, 73	1404	48 inches	5.0 sq. ft.	22 inches	22 inches
Jul 6, 1977 through Aug 15, 1983	UBC 1976	1404	44 inches	5.7 sq. ft.	24 inches	20 inches
Aug 16, 1983 through Dec 27, 1995	UBC 1982, 85, 88, and 91	1204	44 inches	5.7 sq. ft.	24 inches	20 inches
Dec 28, 1995 through Dec 31, 2007	1994 UBC/1995 CBC, 98 CBC	310.4	44 inches	5.7 sq. ft.	24 inches	20 inches
Jan 1, 2008 through Dec 31, 2010	2007 CBC	1026	44 inches (bottom of clear opening)	5.7 sq. ft. (5.0 sq. ft. at ground floor)	24 inches	20 inches
Jan 1, 2011 through Dec 31, 2013	2010 CBC	1029	Same	Same	24 inches	20 inches
Jan 1, 2011 through Dec 31, 2013	2010 CRC	R310	Same	Same	24 inches	20 inches

Installing Windows without a Permit: The County of Sacramento's violation fee for commencing work before obtaining a permit is three (3) times the building permit fee.



**Community Development
Building Permits and Inspection
General Information: (916) 875-5296
www.building.saccounty.net**

Full Service Center 827 7 th St., Rm. 102 Sacramento, CA 95814 (916) 875-5296 M-F 8:30am-4:30pm	East Area Service Center 5229 Hazel Ave., Ste. B Fair Oaks, CA 95628 (916) 876-5622 M&T 9am-4pm
Bradshaw Center 9700 Goethe Rd., Ste. A Sacramento, CA 95827 (916) 875-5296 M-F 8:30am-4:30pm	North Area Service Center 3331 Peacekeeper Way, Ste. 100 McClellan, CA 95652 (916) 874-2424 W&Th 9am-4pm

South Area Service Center 8239 E. Stockton Blvd., Ste. A Sacramento, CA 95828 (916) 874-7878 F 9am-4pm
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Window Replacement Permit - Worksheet

(Window replacements only. Not for additions or alterations)

Permit # _____

Project Address: _____

Contractor's name: _____

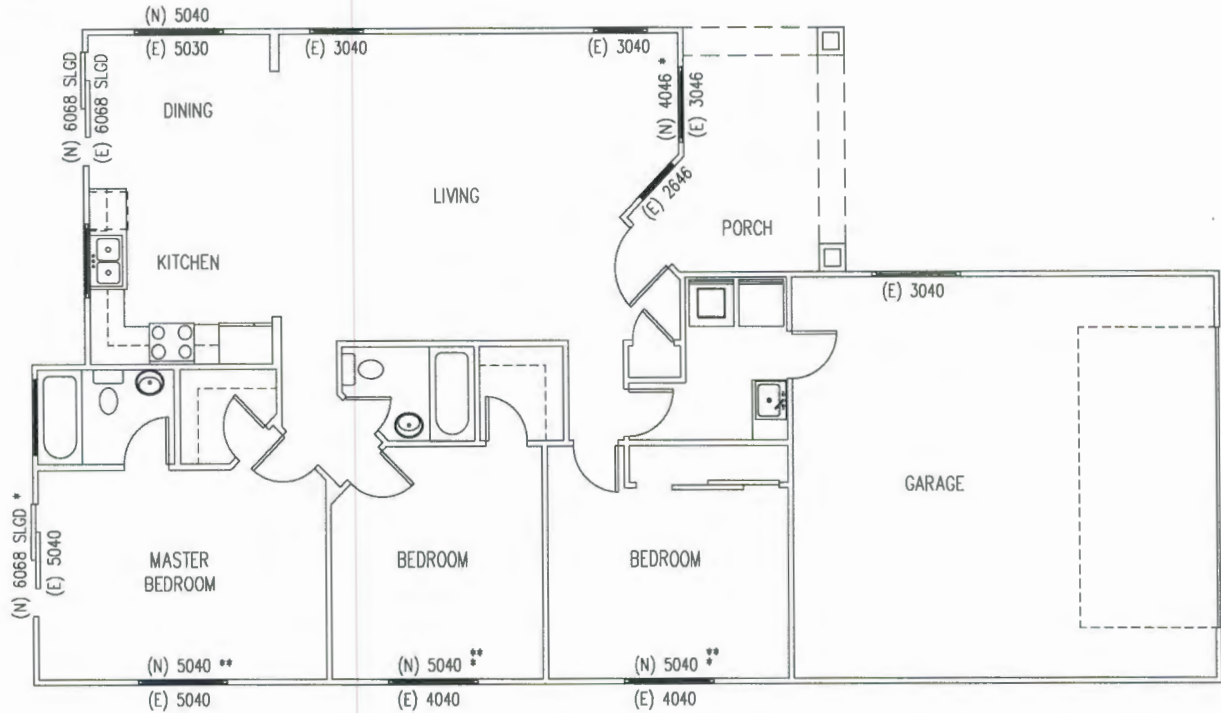
Room	Window Sizes (ft-in x ft-in)		Bedroom **		Proposed width > Existing width*	
	Existing	Proposed	Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:
 * Structural plan review will be required due to wider opening with new replaced window.
 ** Emergency egress window in bedrooms shall have the bottom of the clear opening not greater than 44 inches measured from the floor.

I certify that I will install windows that meet 0.32 U-Factor and 0.25 SHGC _____

I certify that I will provide CF6R form for the owner _____

References



Sample House Plan

No Scale

Note: * Proposed window is wider than the existing window
 ** Emergency egress window

Allowable Header Spans (From CBC Table 2308.9.5)

Note: Headers space based on Roof Live Load of 20 psf. See Chapter 23 for options

DF/Larch #2 Nominal Size (inches)	Building Width (Span of structure in feet)	Roof + Ceiling + one floor (Clear span)	No. of Jack Studs	Roof + Ceiling only (Clear span)	No. of Jack Studs
2-2x4 (4x4)	20'	2'-8"	1	3'-6"	1
	28'	2'-4"	1	3'-2"	1
	36'	2'-1"	1	2'-10"	1
2-2x6 (4x6)	20'	3'-11"	1	5'-5"	1
	28'	3'-5"	2	4'-8"	1
	36'	3'-0"	2	4'-2"	1
2-2x8 (4x8)	20'	5'-0"	2	6'-10"	1
	28'	4'-4"	2	5'-11"	2
	36'	3'-10"	2	5'-4"	2
2-2x10 (4x10)	20'	6'-1"	2	8'-5"	2
	28'	5'-3"	2	7'-3"	2
	36'	4'-8"	2	6'-6"	2
2-2x12 (4x12)	20'	7'-1"	2	9'-9"	2
	28'	6'-1"	3	8'-5"	2
	36'	5'-5"	3	7'-6"	2
3-2x8 (6x8)	20'	6'-3"	2	8'-4"	1
	28'	5'-5"	2	7'-5"	1
	36'	4'-10"	2	6'-8"	1
3-2x10 (6x10)	20'	7'-7"	2	10'-6"	1
	28'	6'-7"	2	9'-1"	2
	36'	5'-11"	2	8'-2"	2
3-2x12 (6x12)	20'	8'-10"	2	12'-2"	2
	28'	7'-8"	2	10'-7"	2
	36'	6'-10"	2	9'-5"	2



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- At the time the permit is applied for, the applicant will include in the "Scope of Work" on the Permit Application, a statement: "The egress windows will meet the code requirements enforced at the time the structure was permitted. The structure was built in 19XX."
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Smoke/Carbon Monoxide Detector Requirements

Per California state law and 2013 CRC Section R314 and R315 when building permits are issued for additions, alterations or repairs to residential buildings and, as applied in this jurisdiction, the value of the work exceeds \$1000, the installation of smoke alarms and carbon monoxide alarms must be installed per code for the safety of the occupants if they do not already exist.

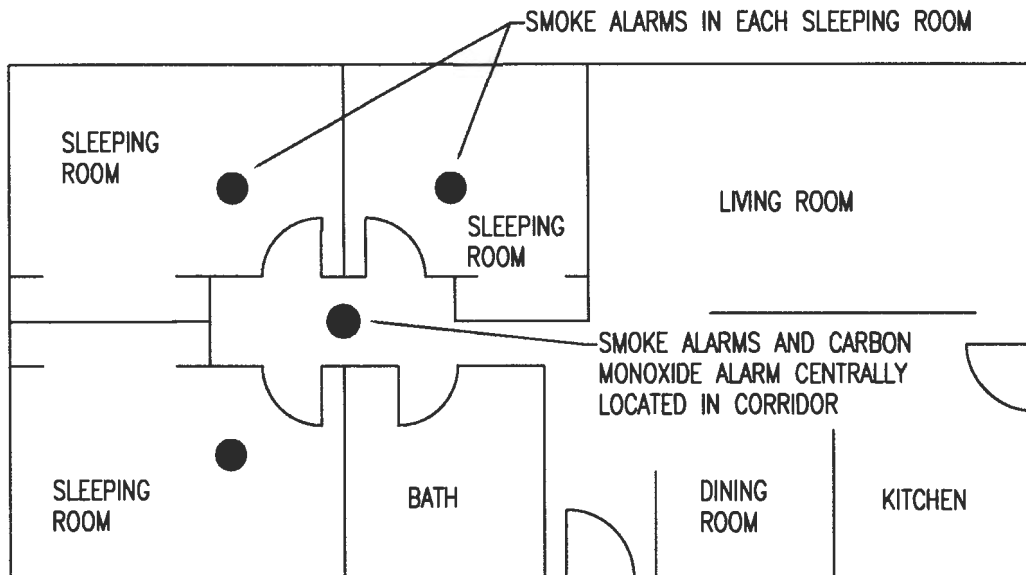
At **Final Inspection** the Building Inspector is required by state law to verify that all smoke detectors and carbon monoxide detectors are installed and operational. The following are the requirements:

Smoke alarms approved and listed by the State Fire Marshall shall be installed in the following locations: In each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms, and on each additional story of the dwelling. Smoke alarms are permitted to be solely battery operated in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior walls or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for building wiring without the removal of interior finishes. Where more than one smoke alarm is required to be installed within an individual dwelling or sleeping unit, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. **See California Residential Code Section R314 for additional information.**

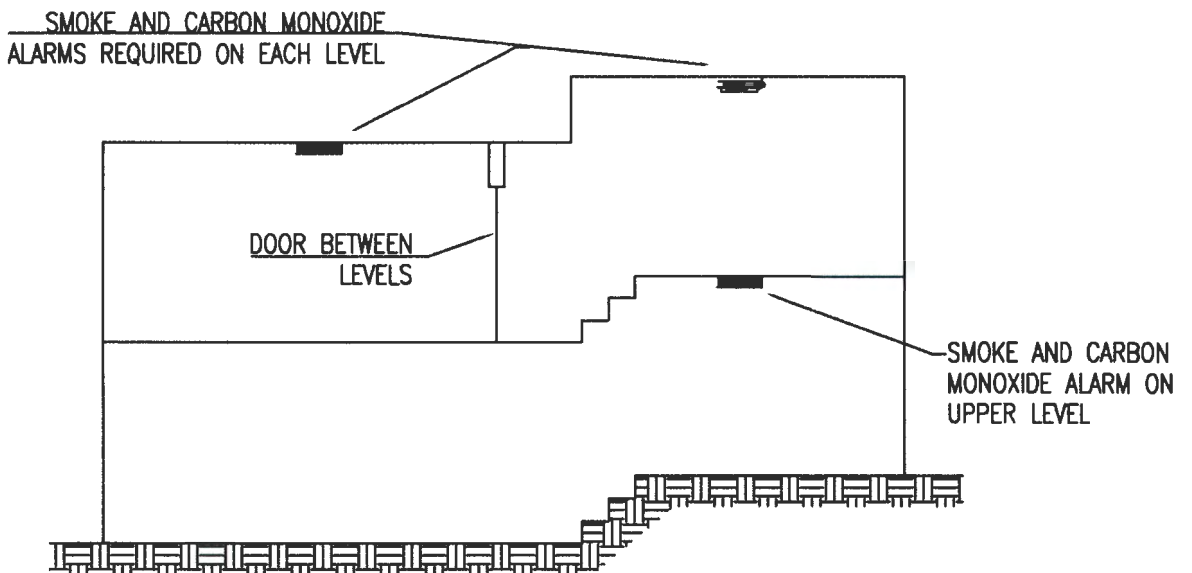
Carbon monoxide alarms approved and listed by the State Fire Marshall shall be installed in existing dwelling units or sleeping units that have attached garages or fuel-burning appliances (including wood burning fireplaces) as follows: Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedrooms and on every level of a dwelling unit including basements. Where more than one carbon monoxide alarm is required to be installed within the dwelling unit or within a sleeping unit the alarm shall be interconnected in a manner that activation of one alarm shall activate all of the alarms in the individual unit. **See California Residential Code Section R315 for additional information.**

Please Note: In existing dwelling units, a carbon monoxide alarm is permitted to be solely battery operated or plug-in with battery back-up and is not required to be interconnected, where repairs or alterations are limited to the exterior surfaces of dwellings, such as the replacement of roofing or siding, or the addition or replacement of window or doors, or the addition of a porch or deck, or where the scope of work is limited to plumbing, mechanical or electrical systems which do not result in the removal of interior wall or ceiling finishes. **See California Residential Code Sections R314 and R315 for additional information.**

SMOKE AND CARBON MONOXIDE ALARM LOCATIONS



SMOKE AND CARBON MONOXIDE ALARMS REQUIRED ON EACH STORY, INCLUDING BASEMENT
 NOTE: SPECIFIC PLACEMENT OF ALARMS ARE TO BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS



LOCATION OF SMOKE ALARMS



**COUNTY OF SACRAMENTO
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING PERMITS & INSPECTION DIVISION**

Residential Building Permit Application

(To be entered by issuing agency)

Parcel #: _____ Permit Number: _____ Intake Person: _____

Project Address: _____

Street: _____ Suite/Apt #: _____ City: _____ Zip Code: _____

Nearest Cross Street: _____

Name of Applicant: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Contractor: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Contractor's License Number: _____ Classification: _____

Name of Owner: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Architect/Engineer: _____ License #: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Inspection Disciplines: Building Mechanical Plumbing Electrical Engineering (Check all that apply)

Nature of Work: New SFD Remodel Demolition Misc. PM&E Addition Misc. Strict. w/PR Misc. Struct. wo/PR Mobile

Home Pool/Spa Production Home Repair - Fire w/PR Repair Fire wo/PR Repair - Other Re-Roof w/PR Re-Roof wo/PR

Description of Work:

Number of Stories?	Number of Units?	Type of Construction?	Fire Sprinklered?	Existing Use?	Proposed Use?	New Added Square Footage?	Is Building Conditioned?
			<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No
Square Footages →		Dwelling Square Foot?	Garage Square Foot?	Patio/Porch Square Footage?	Deck Square Footage?	Roofing Squares?	Other: _____

Valuation: \$ _____ The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems, If, in the opinion of the building official, the value is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official." Valuation includes all permanent equipment and is based on FAIR MARKET VALUE for labor and materials. New construction will be based on a County established per square foot cost.

Important Notices & Instructions to the Applicant

California State law requires that every permit applicant provide specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applicants must provide the information requested on this Permit Application. If you are unsure about any item, counter staff will assist you. **Fees and costs referenced in this application are based upon those currently in force on the date of the transaction.**

EXPIRATION OF PERMIT

Every permit issued by the Building Official under the provisions of the technical codes shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, the permit shall be renewed. The fee for renewal shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after the building or work has been suspended or abandoned or the permit has been expired for a period exceeding one year, the permittee shall pay a new full permit fee. Permits deemed to have been expired shall be subject to all permit related fee increases and new fees in effect at the time of permit renewal as applicable subject to the discretion of the Building Official. The Building Official shall have discretion to adjust permit renewal fees when extenuating circumstances exist.

Permits will be deemed to have expired if there has been no inspection of work within a 180-day period.

When the work is not ready for a required inspection within 180 days of the last inspection, the permittee must request a progress inspection to keep the permit active. Any applicant holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the applicant is unable to commence work within the time required by this section for good and satisfactory reasons. The Building Official may extend the time for action by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No permit shall be extended more than once. All building permits shall expire two years after the issuance date. The permit may be extended beyond this period if the work authorized by the permit is being diligently pursued but only upon written request by the applicant. Review of the request and granting of an approved time extension beyond two years shall be made by the Building Official.

REFUND OF FEES

The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected.

The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant not later than 180 days after the date of fee payment. (Use Refund Request Form #FE-10)

QUANTITY OF INSPECTIONS

Each permit is allotted a specific number of inspections. The number allotted is stated in the description of the work on the permit and also included with the Inspection Work Sheet attached to the permit. This number is the budgeted maximum number of inspections estimated and budgeted for the work described in the permit application. If the actual number of inspections is exceeded then additional inspections must be obtained and billed based upon the current BI – II hourly rate.

Re-inspections or added inspections may also be assessed if, in the judgment of the Building Official, the permitted work is in such condition that a reassessment of the as-built work performed to date warrants re-evaluation.

RE-INSPECTION FEES

A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not completely ready, when there are excessive failed inspections, when excessive inspections place the County at the risk of financial loss or when previous written corrections have not been made, when the job address is not clearly posted and visible from the street or the front of the building, where the inspector has no access to the work to be inspected, when the approved plans are not readily available to the inspector, when the Permit Application or a copy, and/or any previous correction notice(s) are not in the building permit job folder and for deviating from the approved plans requiring the approval of the Building Official.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is completely ready for such inspection, excessive inspections resultant from failed inspections or when plans and/or permit documents are not available to the inspector at the site where the inspection is to be performed. To obtain a re-inspection, the applicant shall pay the re-inspection fee in accordance with Chapter 16.90 of the Sacramento County Code. In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

INSPECTION REQUESTS

It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code. Requests for inspections shall be filed at least one working day before such inspection is desired. Such request may be made in person at a permit office, by utilizing the automated telephone system (916) 875-5296 or electronically on line at www.building.saccounty.net. To schedule an inspection on line you must first register per the instructions found on the website. Scheduled inspections may be delayed (rolled to the next day) when a day's inspection requests are beyond the capability of our staff to complete them.

INSPECTION MEANS AND ACCESS TO THE WORK

Beginning on January 1, 2015 the County of Sacramento Building Permits & Inspections will no longer provide ladders for Residential and Commercial inspections. It shall be the duty of the person, applicant or their representative requesting the inspection required by the code to provide safe and full access to and the means of inspection of the work.

Ladders that are provided for the purpose of making inspections of the work shall be rated a minimum of "Extra Heavy Duty IA type and comply with Cal-OSHA Subchapter 7 – General Safety Orders: Group 1, General Physical Conditions and Structures: Article 4 – Access, Work Space and Work Areas.

This policy is in compliance with the California Residential Code, California Mechanical Code, California Plumbing Code and the County of Sacramento Building Division Policy.

Applicant shall please take notice that if, for any reason, in the judgment of the Inspector the work area is unsafe or that adequate access and means of conducting an inspection of the work is impeded or equipment furnished is unsafe the inspector shall have the sole discretion to terminate the inspection. Rescheduled and/or reinspections will be subject to the payment of fees for such additional work.

REQUIRED DECLARATIONS

Please complete all applicable sections in the declarations below. This application is NOT a permit. A valid permit results and is issued when the complete application, plan documents and required information has been approved, all fees paid and acknowledged by the Chief Building Official.

LICENSED CONTRACTOR DECLARATION

This statement may be signed by the contractor or a corporate officer of a construction company, including President, Vice President, Secretary, Treasurer, Trustee, Chairman of the Board, or Responsible Managing Employee (RME). An agent for the contractor may sign only if the Building Inspection Division has received a letter from the contractor authorizing the agent to sign. The person signing must list his/her title.

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License No.: _____ License Class: _____

Contractor Signature: _____ Date: _____

OWNER-BUILDER DECLARATION

This statement may be signed by the owner, tenant, lessee, architect, engineer, or an agent of any of these. One of the three boxes must be checked. The owner must also complete and sign the Worker's Compensation Declaration.

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.)

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors.

I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent _____ Date _____

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

This statement must be signed by the contractor, owner, tenant, lessee, or an agent of these.

I hereby affirm under penalty of perjury ONE of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by the Labor Code, for the performance of the work for which this permit is issued.

Policy Number: _____

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: _____ Policy Number: _____

Expiration Date: _____ Name of Agent: _____ Phone #: _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of the applicable Labor Code(s), I shall forthwith comply with those provisions.

Signature of Applicant: _____ Date: _____

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

This section must be completed and available for public inspection during the regular business hours of the Authority. This is required so contact information is available for a claimant to give preliminary notice prior to filing a mechanics lien.

I hereby affirm under penalty of perjury that THERE IS a construction lending agency for the performance of the work for which this permit is issued.

Lender's Name: _____ Lender's Address: _____

I hereby affirm under penalty of perjury that THERE IS NOT a construction lending agency for the performance of the work for which this permit is issued.

Signature of Property Owner or Authorized Agent: _____ Date: _____

Responsibility for Inspection of your Permitted Work General Information for the Contractor and Property Owner

(This document shall be placed in each permit folder and a copy given to the property owner by the permittee)

All permitted work requires one or more inspections by Sacramento County Building Permits and Inspectors to verify that the work has been performed correctly and that the public will have safe use of any building project.

- The contractor shall coordinate work and inspections and is responsible for fulfilling the requirements of his contractor's license when involved in any building construction work.
- The current property owner (and/or future owner) is ultimately the responsible party in meeting the requirements of the permit to ensure that the permitting and inspections were completed on their property. Even if a permitted project is abandoned by a contractor or the contractor is terminated by the property owner, the property owner still remains the responsible party in meeting the requirements of receiving "final approval" and the appropriate Certificate of Occupancy issued by Building Permits and Inspection.
- A future owner of property with any existing building structures continues to be responsible for the completion and compliance of these previously constructed building projects. This is true even when the property is bought through a foreclosure process. A building violation remains a building violation until corrections are made, permits are secured and the project has received final approval from the County of Sacramento Building Permits and Inspection.

Note: Often when the "Final Inspection Approval" and sign off by Sacramento County Building Permits and Inspection does **not** occur, this could result in the building permit expiring 6 months following its issuance due to lack of continuing progress and inspections. The "expired permit" will require a fee for renewal (reinstatement) to allow completion of inspections and final approval. The completion of the work and final inspection then becomes the responsibility of the property owner. Generally, the Building Permits and Inspection department will not pursue the contractor who did not adequately complete the inspection process, however, the property owner does have the right to pursue legal action and/or file a complaint with the CSLB:
<http://www.cslb.ca.gov> or seek civil resolution through the court system.

Consistent with California Building Code and California Residential Code, when the inspector has signed "Final Approval" on Residential permit folder, it is considered the 'Certificate of Occupancy'. For Commercial building projects, an actual 'Certificate of Occupancy' document shall be issued after completion of all inspections and record keeping. Ask the field building inspector about this process and when and how you should receive this document. It is recommended that all property owners and/or contractors retain the building permit folder as a permanent record for any and all work performed on the property.

Under Penalty of perjury, I declare that I **have examined this entire application**, pages 1 through 5, and all accompanying documents, and to the best of my knowledge and belief, they are true, correct, complete and that I am the owner or duly authorized agent of the owner. I agree to comply with all county and state laws relating to building construction. I hereby authorize representatives of the County of Sacramento to enter upon the above-mentioned property for inspection purposes.

Print Name: _____ Signature: _____ Date: _____

Contractor Owner Agent for Contractor

Agent for Owner – Requires a wet signed letter from the owner giving you authorization to act as agent (of owner) **before the permit can be issued.**