



Town of Corte Madera  
300 Tamalpais Drive  
Corte Madera, CA 94925  
(P) 415-927-5062 (F) 415-927-5039

## **RESIDENTIAL BUILDING CONSTRUCTION**

**The following information pertains to the Building Plan Check and Permit process for residential construction projects.**

### **ADOPTED CODES:**

The Town of Corte Madera has adopted the following codes pursuant to California law:

- 2016 CALIFORNIA BUILDING CODE (based on the 2015 I.B.C.)
- 2016 CALIFORNIA PLUMBING CODE (based on the 2015 U.P.C.)
- 2016 CALIFORNIA MECHANICAL CODE (based on the 2015 U.M.C.)
- 2016 CALIFORNIA ELECTRICAL CODE (based on the 2014 N.E.C.)
- 2016 CALIFORNIA ENERGY EFFICIENCY STANDARDS
- 2016 CALIFORNIA FIRE CODE (based on the 2015 I.F.C.)
- 2015 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE & W.U.I. MAP

### **DESIGN CRITERIA:**

Please note that wind and seismic design standards have changed from previous state code editions.

- Basic wind speed is 110 M.P.H. @ Exposure B, which is now also based on Building Category, per ASCE Standard 7-10. Cat 1 = 100 mph; Cat 2 = 110 mph; Cat 3 and 4 = 115 mph. See ASCE 7-10, figures 26.5, 1a, 1b, 1c.
- Seismic Design Category shall be determined in accordance with C.B.C. Section 1613 or ASCE Standard 7-10.
- Corte Madera is in Climate Zone 3 (some properties along Lucky Drive are in Climate Zone 2).
- Corte Madera has adopted an official map designating certain geographical areas in Town as Wildland-Urban Interface Fire Areas (see attached map on page 4.) The provisions of the Wildland-Urban Interface Code and Chapter 7A of the California Building Code will apply in these areas for new construction and substantial remodels as of April 17, 2008.

### **APPLICATION SUBMITTAL REQUIREMENTS:**

**APPLICATION FORM:** The "Application for Building Permit" form shall be completed, signed, and the required declarations annotated. All information shall be legible and complete. (The application form is available on-line at the Town of Corte Madera website at: [www.ci.corte-madera.ca.us](http://www.ci.corte-madera.ca.us).)

**NUMBER OF SETS OF PLANS AND INFORMATION REQUIRED:** Each Application for Building Permit shall be accompanied by five (5) complete sets of plans and two (2) sets of supporting documentation such as engineering calculations, energy reports, equipment specifications, soils reports, etc.

### **INFORMATION REQUIRED ON EACH SHEET OF THE PROJECT CONSTRUCTION DRAWINGS:**

1. Job (project) address.
2. Owner name.
3. Mailing address and phone/fax numbers of responsible designer.
4. Signature of person preparing the construction documents, including the wet seal of the responsible Architect and/or Engineer.
5. Scale used for all drawings and details.
6. North arrow.

## **CONSTRUCTION DRAWING INFORMATION & DESIGN DETAILS REQUIRED:**

1. **COVER SHEET** shall contain general project data and scope of work information including a code analysis of the building design limitations based on occupancy, type of construction, and location on property. A list of the codes in effect at time of application submittal shall also be provided.
2. **SITE PLAN** with:
  - a) North arrow and Parcel Number.
  - b) Outline of the project parcel with dimensions (drawn based on an accurate boundary line survey whenever additions or new construction are involved).
  - c) Contour lines, showing elevation changes on the property and drainage routing.
  - d) Identification of existing and proposed buildings/additions with dimensions & building areas and distances of exterior walls to property lines.
  - e) Driveway and other hard surface parking areas.
3. **ARCHITECTURAL FLOOR PLANS** of each story or level, with all room uses identified and all stairways, doors, & windows detailed. Existing conditions and proposed changes shall be clearly identified on separate plan pages.
4. **BUILDING ELEVATIONS** shall contain existing and proposed exterior elevations of all sides of the building. Existing and proposed wall finishes, roof materials and classification, roof pitches, doors, windows, skylights and other openings.
5. **GEOTECHNICAL SOILS REPORT** (for all new buildings and additions) per C.B.C. Chapter 18.
6. **STRUCTURAL DESIGN CALCULATIONS** prepared by a registered California civil or structural engineer that analyze all applied wind, seismic and flood forces (unless design utilizes the conventional light-frame construction provisions contained in C.B.C. Chapter 23, Section 2308).
7. **COMPLETE STRUCTURAL DRAWINGS** including, but not limited to: foundation design plans; floor, wall, roof & deck framing plans; designation of lateral load-resisting elements; etc. See C.B.C. Section 1603.
8. **COMPLETE STRUCTURAL DETAILS** for all load-transfer, shear, diaphragm, and hardware connections (including manufactured assemblies). Seismic detailing shall be provided as specified in C.B.C. Section 1604.10.
9. **CROSS-SECTIONS** as necessary to sufficiently clarify all construction methods.
10. **TRUSS DRAWINGS/SPECIFICATIONS** for all proposed roof and floor trusses (w/engineer's stamp).
11. **ELECTRICAL LOAD DATA & panel ratings** with location of panels, switches, outlets, and fixtures.
12. **COMPLETE EQUIPMENT AND DESIGN SPECIFICATIONS** for photovoltaic power systems.
13. **PLUMBING FIXTURE DETAILS AND PIPING ISOMETRICS** required for DWV, gas, water, hydronics, etc. Provide manufacturer's specifications verifying water conserving fixtures per C.P.C. requirements.
14. **COMPLETE HVAC DETAILS** addressing under-floor and attic-installed equipment, ventilation calculations, combustion-air calculations, location of ductwork, etc.
15. **STAIRWAY, HANDRAIL AND GUARD (RAIL) DETAILS.**
16. **SIZE AND TYPE OF GLASS** for all windows, doors, skylights and shower enclosures. For field-built glass assemblies show compliance with applicable provisions of C.B.C. Chapter 24.
17. **COMPLETE EQUIPMENT AND INSTALLATION SPECIFICATIONS** for manufactured fireplaces.
18. **CALIFORNIA TITLE 24 ENERGY FORMS CF-1R AND MF-1R** reproduced on the plans and a complete Title 24 energy report. Additionally, the construction plans shall specify all energy features necessary to achieve compliance as outlined in the energy documentation.
19. **FOR STRUCTURES LOCATED IN A WILDLAND-URBAN INTERFACE FIRE AREA**, show conformance with all materials, systems and methods of construction stipulated in C.B.C. Chapter 7A.
20. All information necessary to describe the work and to show that it will conform, in detail, to the provisions of the codes, ordinances, and laws promulgated by the State of California and adopted by the Town of Corte Madera.
21. **NOTE:** Fire sprinkler plans and calculations are required to be submitted under a separate

permit application for review by the Fire Department.

### **BUILDING PERMIT FEES:**

The fees for building permits are collected in two stages. The Plan Review Deposit is collected at the time of application submittal and may be surcharged, or partially refunded, based on the actual staff time, and/or consultant time, spent performing plan review. The Building Permit Fee is collected at the time of permit issuance and is a combination fee that covers the costs of all site inspections including building, electrical, mechanical, plumbing, and energy inspections. State SMIP fees, departmental cost recovery fees, plan retention fees, and street impact fees, are collected at time of permit issuance and are not reflected in the fee schedule shown below.

### **EXCERPTS FROM THE BUILDING DIVISION FEE SCHEDULE:**

	<u>PLAN REVIEW DEPOSIT</u>	<u>PERMIT FEE</u>
New Residential R-3 (1 story)	\$2,100.00	\$2,750.00
New Residential R-3 (2-story)	\$3,000.00	\$3,250.00
Residential Addition R-3 (under 250 sq. ft.)	\$975.00	\$1,375.00
Residential Addition R-3 (1 -story)	\$1,450.00	\$1,900.00
Residential Addition R-3 (2-story)	\$2,100.00	\$2,610.00
Garage/Carport assoc. w/R-3	\$710.00	\$950.00
Garage w/residential R-3 above	\$850.00	\$1,150.00
Interior Remodel (kitchen, bath, etc.)	\$450.00	\$550.00

(Note: R-3 is the occupancy classification designation for single-family dwellings and duplexes.)

### **PERMIT PROCESSING PROCEDURE:**

1. A completed Application for Building Permit, along with complete construction plans and documents, is submitted to the Building Division and a plan review deposit is collected.
2. Construction plans and documents are reviewed by the Building Division, Planning Department, Fire Department, and Public Works Department for code and ordinance compliance. Each department develops its own list of plan check comments and forwards them to the Building Division. Once comments have been received by all reviewing departments, a consolidation correction letter is provided to the applicant. If there are any Code deficiencies with the submitted application it is the applicant's responsibility to respond to the department's concerns by revising the plans in order to meet compliance. The plan check process can take anywhere from 2 weeks to 2 months depending on staff workload and the quality of the submitted application information.
3. After all applicable Town code and ordinance requirements have been satisfied, approved plans and permit documents are collated and assembled by the Building Division. All building permit fees and associated assessments are calculated and the permit is prepared for issuance. The owner and/or contractor are notified at this time.
  - Pursuant to state law, the owner will need to pay school impact fees prior to permit issuance whenever new buildings, or additions exceeding 500 square feet in area, are involved.
4. The permit is issued to either the property owner or the contractor after all fees are paid. Contractor licensing and insurance information are verified at time of permit issuance. (Note: a building permit is not required to be procured by a property owner unless the property owner is personally performing his/her own work.)

### **EXPIRATION OF APPLICATIONS AND BUILDING PERMITS:**

- Applications for building permits expire by limitation 180 days after the date of filing if a building permit has not been issued and the application process has not been pursued in good faith.
- An issued building permit expires if work has not commenced within 180 days of the date of issuance or if work is suspended or abandoned for a period of 180 days after work has commenced.
- Application and permit extensions may be granted when justifiable cause is demonstrated and

such request is made in writing to the Town of Corte Madera. (See Chapter 1, Section [A]105.5 of the 2016 California Building Code.)

**FIRE DEPARTMENT REQUIREMENTS:**

Check with the Fire Department for ordinance requirements concerning fire sprinkler, seismic gas valve, Knox Box, and Wildland-Urban Interface Code requirements.

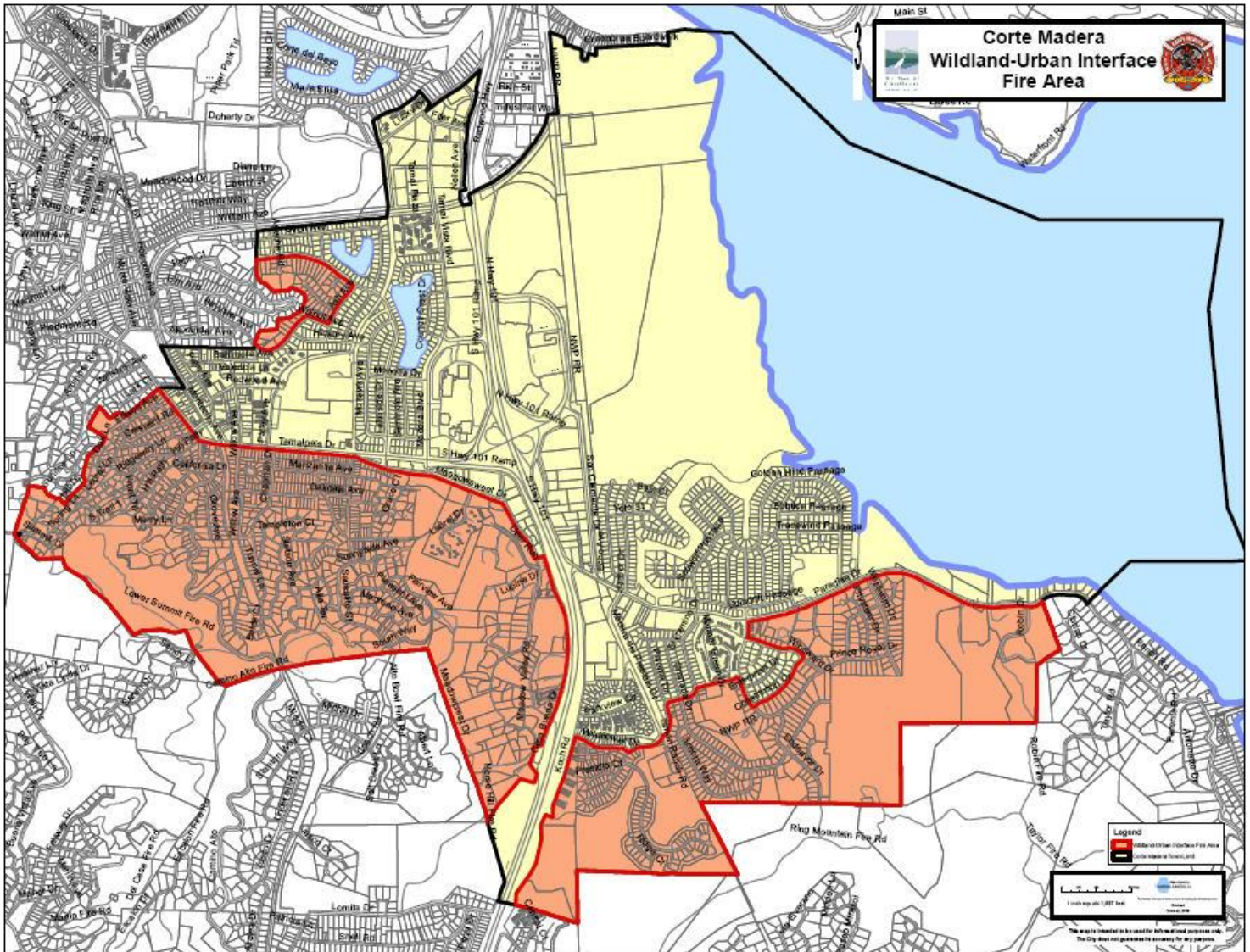
**INSPECTION REQUESTS:**

Inspection requests for all required **Building Division inspections** should be made at least one day in advance by calling **(415) 927-5062**. Voice-mail requests received prior to 7:00 A.M. on a given business day may be accommodated if there is room on the inspection schedule.

- **OTHER AGENCY INSPECTIONS SHALL BE SCHEDULED DIRECTLY WITH THE APPLICABLE DEPARTMENT.**

**PHONE NUMBERS**

<b>Corte Madera Planning Department</b>	<b>(415) 927-5064</b>
<b>Corte Madera Public Works Department</b>	<b>(415) 927-5057</b>
<b>Corte Madera Fire Department</b>	<b>(415) 927-5077</b>
<b>Marin County Environmental Health Services</b>	<b>(415) 499-6907</b>



(A larger map is available at Town Hall or the Fire Department)