



## What is the Building Permit Process?

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# What is the Building Permit Process?

## APPLICATION—PLAN CHECK—DEPARTMENTAL REVIEW—ISSUANCE

This brochure is designed to be a guide to the Building Permit process to help save you time and money on your project.

### STEP 1— PROJECT PLANNING

The first step in obtaining a Building Permit from the City of Winters is the most important - Project Planning. Before you invest the time and expense of preparing project drawings, calculations, etc, please consider a pre-application meeting with the Building Official and other City Departments that will be crucial in approving your project. A Pre-Application meeting costs \$200.00 and can be deducted from your Building Permit cost at issuance.

### STEP 2—APPLICATION

The second step in obtaining a Building Permit is to submit a complete application & set of plans.

Minimum requirements are listed below:

- Building Permit Application
- Owner/Builder Form (if applicable)
- 4 Full Sets of Building Plans & applicable attachments
- Payment of any associated Plan Check Fees



### STEP 3—PLAN CHECK

The third step in obtaining a Building Permit is Plan Check, which is sometimes called Plan Review. Many City Departments will review your project plans for completeness, and if complete, will approve them. Regularly outside agencies (such as Air Quality, Environmental Health, or PG&E) will also have to approve your plans during this process.

After this initial review, often changes will need to be made to your plans in order to meet various codes and regulations. A revision letter will be prepared for you, outlining the changes that are needed.

At this time you will prepare revised plans and resubmit them to the Building Department. As part of your re-submittal package, written responses to the revision letter addressing each comment must be provided. From time to time, a second (or third) revision letter will be prepared if your corrections did not address all needed revisions.

### A NOTE ON TIMING

Depending on the number of applications in the queue and the complexity of your project, turn-around times vary greatly. As a general rule, your first submittal of plans can take from 2-6 weeks. Additional review and re-submittal can add another 2-4 weeks to the process. Proper planning in the early stages of your project will greatly speed up the plan check process.

### STEP 4—FEES & ISSUANCE

The fourth step in the process is paying applicable fees and finally, obtaining your permit. Fees are calculated according to a Fee Schedule, however additional fees may be required to be paid to other agencies (such as School District & Yolo County).

The City will notify you when your permit is ready to issue and will provide a total amount due. Once your fees are paid, and the permit is issued, you are free to begin work on your project.

### DEFERRED SUBMITTALS & CHANGE ORDERS

Even with the best planning, sometimes applicants may run into problems submitting plans or may need to make a change to plans due to budget constraints, or simply because you change your mind.

The City allows Deferred Submittals in some cases for items such as Fire Protection Plans. Deferred Submittals may require additional fees.

Change Orders are used when there has been a change to the design of your project after your plans have been approved or after the Building Permit has been issued. These changes will require additional plan review and will likely require additional fees.

### HELP FOR YOU ON THE WEB

The City of Winters website contains many forms and handouts to help you in planning your project.

Visit us at:

<http://www.cityofwinters.org>

In addition to providing the forms you will need for your project, the site contains contact information for other City Departments that can assist you.

The internet is an amazing source of information for applicants, and the web contains countless sites to assist you in everything from selecting a contractor, to how to resolve disputes. Some of our favorites are listed below.

#### CA State Contractors License Board

<http://www.cslb.ca.gov/>

#### City of Winters Municipal Code

<http://municipalcodes.lexisnexis.com/codes/winters/>

#### Yolo Co. Planning & Public Works (Facility Fees)

<http://www.yolocounty.org>

#### Yolo County Health Department

530-666-8646

#### Yolo Solano Air Quality Mgmt. District

530-757-3650



WE'VE HELPED HUNDREDS OF APPLICANTS WITH THEIR PROJECTS.  
HOW CAN WE HELP YOU?