



Building & Code Enforcement Division  
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## TI TUESDAY- OVER THE COUNTER PERMITTING

Beginning October 9, 2018 the City of Winters will introduce a new process to allow those in need of permits for smaller projects to obtain their permits in a shorter period of time as well as over the counter.

The goal of this program is to provide the opportunity of any **Eligible Use applicant** to obtain a building permit for a tenant improvement, alteration, or residential alteration over the counter during a single visit to the Community Development Department.

**Eligible Uses** are defined as:

- Interior Alterations of new or existing businesses for office, (B Occupancy) and retail (M Occupancy) that only involve installing new materials or only involve removing less than 160 square feet of existing material (flooring, except carpet), wall board systems, plaster, ceilings (including suspended ceilings), roofing, exterior walls, or similar.
- Interior alterations of food service related uses that have approval from Yolo County Environmental Health Department where the interior eating area is less than 750 square foot.
- Single Family Residential (R3 Occupancies) alterations, additions under 500 square feet that meet conventional wall bracing and accessory structures that are not part of a home day care center, elderly care facility, or other residential facility regulated by a State Agency.

Alterations to uses (other than **Eligible Uses** already defined) that involve new storage or the new storage of hazardous materials, medical gases, or carbon dioxide gas (Occupancy types F, H, S) as well as hotels, motels, (R Occupancies), assembly uses (A Occupancies of any type), educational uses (E Occupancy), Institutional uses (I Occupancy), laboratory use (L Occupancy) are not eligible to participate in this program. Nonresidential alterations to a site or building **are not eligible** to participate in this program. Nonresidential alterations where 160 square feet or more of existing material (flooring, wallboard, plaster, ceilings including suspended ceilings, flooring, exterior walls, etc.) **are not eligible** to participate in this program.

Any **Eligible Use applicant** may submit for review an Over the Counter building permit issuance during any Tuesday from 10 a.m. to Noon and 2-3:30 p.m. on a first-come first-serve basis.

# City of Winters Building and Code Division TI Tuesday Process

Tuesday 10:00am-noon and 2-3:30pm



The permit documents and application shall be reviewed at the time of submittal by the City’s Building, Planning, Public Works, and Fire Department (if available), staff for compliance with applicable ordinances, laws, codes, and regulations.

If the application is found to be consistent with the City of Winters Municipal Code, State Statute and there are no California Code of Regulations Title 24 violations shown on the plans, the associated City fees shall be calculated by the Building Division and the permit shall be issued over the counter.

City Divisions and Departments are responsible for providing plan review staff for that part of the City of Winters Municipal Code, California State Statute or Regulations for which they have administrative authority to enforce. If plan review personnel from other departments are not available during program plan review time, the Building Division plan review staff shall have the authority in determining permit issuance.

## Procedure:

1. The **Eligible Use** applicant shall complete the City of Winters Building Permit Application.
2. Nonresidential and Residential: The **Eligible Use** applicant shall provide two (2) full size sets **and** one (1) reduced 11” x 17” set of Tenant Improvement or Alteration plans prepared by a licensed Architect, Civil Engineer, B Contractor or Certified Designer per California Business and Professional Code Sections 5537, 5538, 6737 and 6745.
3. Nonresidential and Residential: The **Eligible Use** applicant shall provide two (2) completed/signed City of Winters Construction and Demolition Waste Recycling forms.
4. Provide sign off from Yolo County Environmental Health Department (530) 666-8646 and/or Yolo-Solano Air Quality Management District (530) 757-3650 if applicable.
5. Any changes to the interior lighting or installation of Air Conditioning equipment (furnace or cooler) requires that the **Eligible Use** applicant submit LTGC forms for lighting and MECH C forms for HVAC unit installation. The **Eligible Use** applicant should coordinate obtaining these forms from the person who prepared the plans or a licensed contractor performing the work. For assistance contact the California Energy Commission 1-800-772-3300 or Energy Code Ace – [www.EnergyCodeAce.com](http://www.EnergyCodeAce.com).
6. Any construction alteration that includes elements of the space that are regulated under the California Fire Code (Title 24 Part 9) (e.g. changes to the Fire Alarm or Fire Suppression System) shall require the **Eligible Use** applicant to apply for additional Fire related permit(s) as required by the Winter Fire Department.
7. At the time of application submittal, the Building Division staff shall perform the following:
  - Enter the project into a current electronic processing system
  - Send a completed Air District Questionnaire form to the Yolo-Solano Air Quality Management District.
  - Review the application and permit documents for violations of California Code of Regulations Title 24 and determine if any work would require an encroachment permit from the City of Winters Public Works Division.
  - Verify the project has been approved by the Planning Division staff.
  - Verify the project has been approved by the Fire Department staff. Permits required by the Fire Department may be documented on the Building Division Permit drawings as deferred submittals.

- Determine and provide the Building Division administrative staff the type of inspections required for the permit.
- Determine if a Certificate of Occupancy is required and ensure adequate information is documented for the Building Division to complete a Certificate of Occupancy after all other departments have provided final inspection approval of the project.
- Ensure that the permit is issued by the administrative staff during a single visit or provide written documentation citing the reason for not issuing the permit and provide enough written guidance that allows the applicant to obtain a permit during a future visit.
- The Building Division staff shall verify Workers' Compensation and City of Winters Business License requirements of the building permit applicant, calculate fees, and document on the permit that a final inspection is required by Building, Fire, Planning and Public Works as applicable. Subject meeting Workers' Compensation and City of Winters Business License requirements and the payment of all required fees, the permit shall be issued, during a same day visit, to the *Eligible Use* applicant or their representative.

**Click for more info: <http://www.cityofwinters.org/permit-requirements-and-checklists/>**

For more information on this program, contact the Building Division at (530) 794-6717 or 794-6708.