

# CITY OF PLACERVILLE



## SINGLE FAMILY DWELLING APPLICATION PACKET

(Manufactured Homes not included)

DEVELOPMENT SERVICES DEPARTMENT

3101 CENTER STREET  
PLACERVILLE, CA 95667

EFFECTIVE January 1, 2020

**Building Division**  
(Construction Permits)

(530) 642-5240

**Planning Division**  
(Historic review, Zoning)

(530) 642-5252

**Engineering Department**  
(Grading, Water, Sewer, Streets)

(530) 642-5250

Visit our website: [www.cityofplacerville.org](http://www.cityofplacerville.org)

# Single Family Dwelling (SFD) Construction Permit

Welcome to the City of Placerville's Development Services Department. The staff is always available to help you through the permit process and assist with your construction project to insure it is built in conformance with all applicable federal, state and local regulations. Construction permitting is a small but critical part of the construction process – a process that begins with a glimmer of an idea and ends with a finished dream home. It is part of the construction team to produce a safe, healthy and energy efficient home. This packet is designed to assist you in submitting all necessary information and documentation to obtain a construction permit for your Single Family Dwelling. Please take the time to review all of the information provided within this packet. Be sure to review the "Plan Review Submittal Checklists" and thoroughly fill out all applicable forms to prevent any unnecessary delays. Include a copy of your grant deed if you have recently purchased the property. Deemed **complete** submittals are accepted by the Building Division by appointment between the 10:00 a.m. and 11:30 a.m., Monday through Friday.

**The information within this booklet is subject to change due to code changes, fee updates and newly adopted ordinances to meet local and state requirements.**

Pre-check items:

The City of Placerville has zones designated as historic districts with specific development guidelines that may affect your proposed design. New construction of buildings within city historic districts would require building plans and elevations subject to approval by the Planning Commission prior to issuance of a construction permit for applicable single family residence Section 10-4-10 of the zoning ordinance. Contact the Planning Division to verify site zoning. The City website contains links to zoning, site addresses and the zoning code.

Some of the fees shown are sometimes referred to as impact fees and are collected to pay your project's fair share of the City's infrastructure needed to service your construction project which includes; transportation improvement, water system capacity improvements, sewer collection and treatment system capacity, fire suppression, new and improved parks and new or expanded schools. They are called impact fees because the addition of new residences impacts the community by increasing the demand for these services.

You will find within this booklet a submittal checklist to use when submitting your application. A fee worksheet is included to help determine an estimated fee for your Single Family Dwelling project. A checklist of all the sheets needed for a complete building construction plan set included for permit submittal and a checklist for a construction project site plan. We have also included additional information that will help you through the SFD permit process.

Many times we are asked if a property owner may build their own home. If a person is knowledgeable in the construction field they certainly could by law build their own home as an Owner-Builder. If you are not familiar with construction our recommendation would be to use properly licensed contractors.

The following is an excerpt from California State License Board concerning the laws regulating an owner builder.

### **Owner-Builder Exemption (B&P 7044)**

#### **1. Who is considered to be an owner-builder?**

An owner-builder is any individual or group of individuals who own the property or building on which they plan to construct, alter, repair, improve, or remodel a building or structure. Also, a tenant may be considered an owner-builder (case-by-case).

#### **2. Is an owner-builder required to have a CSLB license?**

An owner-builder does not need to have a CSLB license, but there are limitations.

A license is not required if:

- The owner-builder does the work himself or herself or through his or her own employees, with wages as their sole compensation, and the structure(s) is/are not intended for sale; or
- The owner-builder contracts with properly licensed subcontractors. This exemption applies to the construction of a single-family residential structure and limits the number of structures intended or offered for sale to four or fewer in a calendar year.

The number of structures is unlimited if the owner-builder contracts with a General Building (B) contractor.

If you choose to contract the construction with a general contractor or sub-contractors you can verify their license status, business name and address, any CSLB disciplinary actions, classifications held, business type and bond and worker's compensation information. The CSLB is responsible for regulating the state contractor's license laws and the building division is responsible for verifying the license, status and worker's compensation are active before the issuance of a permit. If an owner is acting as a general contractor for their project they would be responsible for verify the license, status and worker's compensation. The information can be verified at [www.cslb.ca.gov](http://www.cslb.ca.gov) or by calling the CSLB toll free assistance number.

Additional information can be found on the permit application part 1 and 2, owner builder check list. See page 15 of this booklet for benefits and risk of being an owner builder.

**CITY OF PLACERVILLE  
SINGLE-FAMILY DWELLING APPLICATION  
\*SUBMITTAL CHECKLIST\***

The following documents are required for a Single Family Dwelling application to be deemed a complete submittal. Please complete the worksheet part 19 for the application. Feel free to make any comments on that worksheet that will provide us additional information necessary in reviewing your application.

**A worksheet similar to below must be completed and submitted with your application.**

See part 19 at the end of this booklet for your use

	<b>Form or information needed:</b>	<b>Description of requirements</b>
	Construction Permit Application. (Part 1a)	Complete the city's three part application and sign where applicable (the signature will be verified by office permit staff). Part 1a is standard information identifying the building project. The contractor's name is only needed if the contractor is applying for the permit. The worker's compensation information is required by both the contractor and owner-builder. Enter none if a lender is not involved with a project otherwise include the lender's name and address.
	Owner Builder Declaration (Part 2)	If you are applying as owner-builder, you must be the owner of record and complete part 2 of the multi-part application. When other than the owner or licensed contractor is applying for the permit, the second half of part 2 must be completed, giving authority to act as permit agent on the property owner's behalf.
	Application and Permit Expirations (Part 3)	Permit applications and issued permits have a limited time per city ordinances. Read part 3 carefully as it explains these expiration dates, limited refunds and recording of notices on property title when a permit expires.
	Individual home owner association reminder (no form)	Check with your individual association for any possible contractual restrictions that may affect your construction project within the association. The Building Division does not enforce these restrictions nor require written approval.
	Residential Construction Waste (Part 12b)	Effective January 1, 2020 the Green Standards Code mandates new residential construction projects to recycle and/or salvage a minimum 65% of the non-hazardous debris generated during the project. Three methods are presented in the part 12b form, choose one method.
	Printed copy of Contractor's License information (done by city staff) when a licensed contractor applies.	Contractors acting as agent for the owner must have a current active California State Contractor's License, worker's compensation coverage, and a current City of Placerville Business License. These items will be verified by city staff using the State Contractor's License Board's website.
	Grant Deed	Provides written evidence that you own the property.

	<p>Obtain water and sewer services to the dwelling (water may be city or EID, check for service area) (Part 17)</p>	<p>When served by city water or sewer services, you must have or be able to obtain a water meter and sewer connection prior to permit issuance. When water services are by EID, they will review your project and approve the water meter. Verification of EID water service may be required at time of application. A second dwelling may be on the same meter but may require an upgrade to a larger meter, check with water purveyor. (see additional utilities information in this booklet)</p>
	<p>Contact El Dorado County Environmental Management at Building C, Fairlane Court (septic waste system)</p>	<p>When the city public sewer is not within 200 linear feet of the new dwelling unit you must submit a percolation test and septic design to the El Dorado County Environmental Management Department. This may only be submitted with or after the City of Placerville building permit application.</p>
	<p>City of Placerville, Engineer Division application. (Part 15)</p>	<p>An encroachment permit is needed if you are required to do any work in the public right-of-way (ie driveway, frontage improvement, sidewalk installation, street widening, etc.). Check with the City's Engineering Division for requirements. See the county Fire Safe Regulations for fire safe driveway information.</p>
	<p>State of California CF-1R form (State approved forms or a computer energy analysis by a state approved program)</p>	<p>Include a State of California Energy Code, Building Energy Analysis (Title24), showing all requirements to prevent excessive energy use or loss. May be a prescriptive or performance based submittal. Prescriptive forms are available from the California Energy Commission website or a performance based design by using an approved computer program available from the state or by outside contract designers. The CF-1R forms are not required to be registered at time of application. The registration is required for the form and results of a Home Energy Rating System HERS test.</p>
	<p>A separate grading permit and plan (see plan requirements) Engineer Division review. (Part 14)</p>	<p>If the site requires grading to create a building construction site or driveway/road to the building, a grading permit may be required. Four sets of plans will need to be submitted for City Engineering Division review.</p>
	<p>A separate retaining wall permit and engineered plans (see plan requirements)</p>	<p>If the site requires a retaining wall(s) to create a building construction site or driveway/road to the building, a separate retaining wall permit will be required. The wall design and engineering may be included with the grading plan submittal.</p>
	<p>Plans for the construction of the dwelling. (see plan requirements below)</p>	<p>Three complete sets of construction plans, one copy of the floor plan and elevation sheets, and three copies of any supporting documentation such as structural engineering, truss calculations, etc. One set will be returned approved to be used as the project construction plans. One set will remain in the Building Division and the separate floor plan sheet sent to the county tax assessor.</p>

**Note:** All fees for the city and other agencies will be due at issuance. A plan review fee will be determined and become due at time of application. (see fee schedule)

If you have any questions or need assistance, please contact our office at (530) 642-5240.

**CITY OF PLACERVILLE  
SINGLE-FAMILY DWELLING FEE SCHEDULE  
\*SUBMITTAL REQUIREMENTS\***

<b>Permit Fee Schedule</b>				
The following fee schedule will be used to determine applicable fees for review and construction of a single family dwelling. Fill in the applicable column provided should be an <b>approximate</b> permit fee.				
<p><b>Fee calculations:</b> A number of the following permit fees are based on the valuation of the dwelling being constructed. New construction costs (valuation) can be determined by square foot estimates. The City of Placerville, by ordinance, uses the most recently published International Code Council Building Validation Data table that provides the national average construction costs per square foot published each February and August. To determine the valuation multiply the square footage of the wood construction dwelling by <b>\$122.46</b>. Then multiply the <u>attached</u> garage square footage by <b>\$48.30</b>. The total valuation of both will then be used to determine the plan check, building and other fees per the schedule below.</p> <p>The fees shown may change from the time this booklet was written. It is for estimation purpose only and you can visit the City web site for current fees.</p>				
<i>Enter proposed square footage:</i>	<i>Dwelling sq. ft</i>		<i>x \$122.46=</i>	<i>\$</i>
	<i>Attached Garage sq. ft.</i>		<i>x \$48.30 =</i>	<i>\$</i>
<i>Insert your total calculated valuation here: (Val.)</i>		<i>\$</i>		
	Fee Title	Fee Description	Enter fee amount	
	Application and Plan Review:	A minimum \$95.00 fee on < \$16K Valuation.		
		0.6% of Val. from \$16K to \$100K		
		<b>\$600.00 + 0.3% of Val. over \$100K</b>		
	Construction Permit	A minimum \$95.00 fee on < \$8K valuation.		
		1.2% of Val. from \$8k to \$100K		
		<b>\$1,200 + 0.7% of Val. over \$100K</b>		
	SMIP	A fee collected for the State of California to support a Strong Motion Instrumentation Program for seismic studies. <b>.013% of Val.</b>		
	Park Impact	A fee to help with developing and maintaining recreational parks. <b>\$1,320.00</b>		
	Traffic Impact	Single Family Dwelling: <b>\$16,802.00</b>		
	Fire District Impact	A fee collected for the El Dorado County Fire District. <b>\$1.10 x total sq. ft.</b>		

State of California Green Building	A fee collected for the state to fund green projects. <b>\$1.00 per every \$25K Val</b>		
City Sewer Service	Application fee: <b>\$75.00</b>		
Sewer-Impact Capital Improvement Charges	Single Family Dwelling:	<b>\$7,350.00</b>	
City Water meters Installed	Application fee: <b>\$75.00</b>		
	Water meter 1"	<b>\$1,000 (T&amp;M)</b>	
	Water meter 1 ½ "	<b>\$1,000 (T&amp;M)</b>	
Water- Impact Capital Improvement Charges (CIC)	5/8" & 3/4" meter size: (typ)*	<b>\$21,046.00</b>	
	1" ** meter size:	<b>\$39,345.00</b>	
	1 ½" meter size:	<b>\$56,270.00</b>	
<p>* City (\$6,867) and EID (\$14,179).</p> <p>** In most residential instances the 1 inch water meter is for an automatic fire sprinkler only and the CIC charge will be the same as the 5/8 &amp; 3/4 inch meter fee.</p>			
<p>The estimated cost shown below is the contract price to do your building site improvement in preparation of constructing the dwelling and associated buildings. Estimated cost for offsite may be for roads, driveway aprons to access the lot or other street improvements.</p>			
Site Improvement Plan Review	Estimate cost up to \$100K	<b>\$100.00 + 0.5%</b>	
	Estimate over \$100K	<b>Add- 0.25%</b>	
Grading Plan Review	Deposit into T&M account	<b>\$500.00</b>	
Grading Permit	Value of Improvements	<b>X 1%</b>	
	A minimum T & M deposit	<b>\$300.00</b>	
Site Plan Inspections	(If not covered under Permit)	<b>\$150.00</b>	
Off Site-Roadway Plan Review	Estimated cost up to \$20K	<b>X 2.5%</b>	
	Estimated cost over \$20K	<b>Add- 1%</b>	
Encroachment Permit	For any work in the public ROW.	<b>\$175.00</b>	
Street Frontage Improvement Agreement	The construction or addition of new residential sq ft greater than 200 sq ft or the construction of a garage of more than 400 sq ft requires the installation of street frontage improvements. A request for an exemption in the form of a street frontage improvement agreement must be request through the Engineering Department.		
Contact the Engineering Dept.			
<b>Insert the total of the approximate fees here→</b>			<b>\$</b>

The El Dorado County Office of Education collects a developer fee per Government Code Section 66997(b). Note that the fee is determined and collected at the time of permit issuance. Any fee increase may apply during the permit application process. The County Office of Education should be contacted directly with any questions.

School District Fee:	As of October 21, 2019, the current rate is:	<b>\$3.79 per square foot for the dwelling area.</b>
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**CITY OF PLACERVILLE  
SINGLE-FAMILY DWELLING CONSTRUCTION PLAN WORKSHEET  
\*SUBMITTAL REQUIREMENTS\***

<b>Single Family Dwelling Required Construction Plans</b>			
The following plan items are required for a permit application submittal to be deemed a complete application:			
Provide two (2) complete sets of building construction drawings and one (1) additional Floor plan & elevation sheet for the El Dorado County Assessor.			
A	S	Sheets included in plan set.	Description of information needed.
<input type="checkbox"/>	<input type="checkbox"/>	Plot Plan	<b>See plot/site requirements in the plot plan table below.</b>
<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet Title Block	Property owner's name and mailing address, project site address, and assessor's parcel number. Include a summary of square footage identifying proposed occupancies. <ul style="list-style-type: none"> <li><input type="checkbox"/> Include a vicinity map.</li> <li><input type="checkbox"/> Include a plan set index of all sheets.</li> <li><input type="checkbox"/> The California Code cycle (year).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Project Description Block on cover sheet	Identify and describe all work to be covered by the permit for which application is made.
<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan	The foundation plan and floor plan maybe combined but separate sheets provides for more clarity. The foundation plans should include section details of the footings and other specific items for clarification. Show locations and types of any holddowns.
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan	(Fully dimensioned) illustrating proposed sizes and uses of rooms. Show braced wall panel locations or engineered shear walls with holddowns (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Floor Framing Plan	Include the substructure, types of joists, floor deck, etc. Include any additional structural details for clarity. (Include exterior deck framing if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Building Sections	A complete section detail(s) can include a lot of information concerning substructure, wall structure and the roof structure in one or two details. It can clarify more complex structural issues.
<input type="checkbox"/>	<input type="checkbox"/>	Structural Plans (details)	Provide three (3) copies of state licensed architect or engineer calculations with plans (if applicable).

<input type="checkbox"/>	<input type="checkbox"/>	Roof Framing Plan	Include the truss manufacturer's specifications if a roof truss system is used. Must be reviewed and signed by the project engineer (if applicable). Include structural members such as rafters, ridge boards etc.
<input type="checkbox"/>	<input type="checkbox"/>	Elevations	Typically the four orientated elevations are within the plans set. Exterior information can be included with the elevations such as siding material, window location, roofing material, eaves, aesthetics of dwelling exterior, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Electrical, Plumbing & Mechanical Plan.	This may be illustrated on the Floor Plan. Include a gas piping plan (if applicable.)
<input type="checkbox"/>	<input type="checkbox"/>	LPG Plumbing Plan and Tank Location (if being used)	Include a gas line schematic showing size of pipe, BTU's of appliances and length of pipe. Show distances from the LP tank and between appliances.
<input type="checkbox"/>	<input type="checkbox"/>	Post Construction Storm Water Plan	The State Water Resources Board requires all new construction sites prevent any water contamination into the natural environment and erosion to occur on the site. Your plans will include temporary and permanent erosion and sediment control provisions. See site plan requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Residential Automatic Fire Sprinkler System	The State of California Building code requires an automatic fire sprinklers systems installed in all new residential construction. The proposed system shall be designed and installed by an appropriate California licensed professional. As the owner of the property you can design and install the system but you will need a working knowledge of water fire suppression systems.
<input type="checkbox"/>	<input type="checkbox"/>	Name and Wet-signature	Include original signature of the person responsible for preparing plans. (Plans requiring design by a California-Registered Architect or Engineer must have seal and 'wet' signature and the license number with current expiration date.)

**An application missing any items above will be deemed incomplete and rejected. Plan check will not be scheduled until all the items indicated are received by the Development Services Department. This may affect application fees and codes since the operative date of application will be the date on which a complete application is received.**

**CHECK OUR [PLAN REVIEW GUIDELINES](#) FOR MORE DETAILS ON THE PLAN CHECK PROCESS.** The guideline, while not all-inclusive, is intended to assist in preparation of your residential plans that are essentially "complete".

Plan Review Fees are due at the time of submittal. The City of Placerville will accept a personal check, most debit and credit cards.

**NOTE:** All accessory buildings will need to be shown on the plot plan and may require separate permits if not previously permitted at the time of this submittal.

**CITY OF PLACERVILLE**  
**SINGLE-FAMILY DWELLING SITE PLAN (PLOT PLAN) WORKSHEET**  
**\*SUBMITTAL REQUIREMENTS\***

<b>Single Family Residence Construction Site/Plot Plans</b>			
<b>A</b>	<b>S</b>	<b>Show on plans:</b>	<b>Description of sheet requirements</b>
<input type="checkbox"/>	<input type="checkbox"/>	Site/Plot Plan	<p>Drawn at a conventional scale (i.e., 1" = 10', 1" = 20', etc.) showing the entire parcel with property lines dimensioned (if you have a very large parcel, you may use a reduced scale such as 1" = 50' or 1" = 100', as long as the <i>grading portion</i> of the site plan is <i>no smaller than 1" = 20'</i> (this method may require two or more drawings)).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a North arrow on the site and/or plot plan.</li> <li><input type="checkbox"/> Provide the scale being used for the site and/or plot plan.</li> <li><input type="checkbox"/> Show all utilities (existing or proposed) location(s).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Street Frontage Improvements <i>(Chapter 9 Street Improvements; 8-9-3)</i>	<p>The construction of a dwelling or garage shall also provide for the construction of curbs, gutters, sidewalks, and street paving to meet the existing street pavement, in accordance with city of Placerville standard specifications and design along all public street frontage adjoining the property upon which such work is to be done, unless curbs, gutters, sidewalks and paving constructed in accordance with city standards and design therefor already exist.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Location and Dimension	<p>Show all recorded easements on the parcel - (i.e. road easements, public utility easements, drainage easements, etc.). Show distances from the proposed structure(s) to all property lines (or nearest edge of road easement(s)). Show to scale all existing or proposed structure(s) on the property (such as garage, well, shed, barn, swimming pool, propane tank, septic system, etc.) and the building separation(s) dimensioned.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide all existing and proposed driveways and parking areas.</li> <li><input type="checkbox"/> Indicate on plans all the required zoning setbacks for the property.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Site Topography	<p>Prior to grading - using contour lines at 1' vertical increments. The contour lines must extend a minimum of 20 feet beyond the building site, driveway or other area of disturbance. Use positive values only and state the source of the topography.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate existing contours as broken or light lines.</li> <li><input type="checkbox"/> Indicate the top and toe of all graded slopes.</li> <li><input type="checkbox"/> Include a driveway profile and contour lines of driveway.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Drainage, and Erosion and Sediment Control	<p>Indicate on plans all surface and subsurface drainage devices such as drainage swales, interceptors, drains, culverts, ditches, catch basins, etc., both public and private.</p> <p>Indicate on plans all erosion control devices such as areas of seeds/mulch, hydro mulch, jute wattles or slope blankets, riprap, cobbles, etc., and note all replanting requirements.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate both temporary and permanent erosion controls.</li> <li><input type="checkbox"/> Include on separate plan sheet for the drainage and erosion plan.</li> </ul>

<input type="checkbox"/>	<input type="checkbox"/>	California Firesafe and Defensible Space	Indicate the driveway on larger parcels 1 acre or greater from the proposed structure to the addressed road width, turnarounds, turnouts for fire access. Include fuel modification vegetation management to reduce the severity of potential exterior wildfire exposure.
<input type="checkbox"/>	<input type="checkbox"/>	Landscape and Irrigation	For new residential projects with an aggregate landscape area equal to or greater than 500 sq.ft. and includes an irrigation system, the landscape & irrigation plan shall comply with the water efficient landscape regulations under section 10-6-1 through 10-6-17 of the city zoning ordinance. These regulations include the submittal of landscape and irrigation design plans.
<input type="checkbox"/>	<input type="checkbox"/>	Utilities, water and sewer system	Show on plans the location of the sewer and water laterals from the proposed dwelling to the street connection. Only a Class A General Engineering licensed and bonded Contractor may be allowed to connect to services in the City's street and R.O.W. Circumstances for connecting to a private sewer lateral will require plans by a civil engineer, City pre-approval, recorded agreements of the owners involved, proof of acceptable line service and approved design of the lateral at connection to the main. (see additional utilities information in this booklet)
<input type="checkbox"/>	<input type="checkbox"/>	Septic installation	If a city sewer system connection or the extension of an existing sewer main to the proposed construction cannot be obtained, an approved septic system may be installed on the property. Show on the site plan the location of the septic tank and all leach fields. The system design will need to be submitted to the El Dorado County Environmental Management Department for their approval and permit prior to the issuance of the City building permit.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed Grading or Excavation  A separate grading permit may be required for the project.	Show any proposed grading - This is generally done by using one of two methods: darker, thicker contour lines that overlay the (lighter) existing contour lines; or thicker lines that show cut and fill slopes to scale (the slopes are plotted using a scale). Also specify the yardage of all cuts and fills (exported and imported) <input type="checkbox"/> Provide the finish floor elevation of the proposed structure. <input type="checkbox"/> Environmental review may be required for: Grading involving in excess of fifteen hundred (1,500) cubic yards of material; Grading that creates cut or fill slopes that exceed ten feet (10') in height; Grading on slopes with an average cross slope greater than twenty-five percent (25%); Mass pad grading.
<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall construction	Provide engineered design and calculations for all retaining walls 48 inches in height or taller measured from top of wall to bottom of the footing. Engineered design and calculations are also required for retaining walls less than 48 inches in height supporting a surcharge load such as; a driveway, roadway, parking, greater than a 2 to 1 slope above the wall or the foundation of a structure above.
<input type="checkbox"/>	<input type="checkbox"/>	Soils Condition Report	A Soil and Geology Report or Geotechnical Memorandum may be required when cuts exceed a 2 to 1 slope, fills exceed a 2 to 1 slope, or unstable soil conditions exist, or the structure pad is in a fault zone, or as required by the City Engineer.

<input type="checkbox"/>	<input type="checkbox"/>	Flood Zone	Clearly show if the parcel and/or the structure is in the flood zone as shown by the FEMA flood insurance rate map (FIRM). <input type="checkbox"/> A licensed civil engineer or surveyor may need to determine the location in or out of the flood zone and the base flood elevation (BFE).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Note</b>	<input type="checkbox"/> Due to the technical nature of this aspect of the building plans, we recommend that you have a design professional (i.e. California licensed civil engineer, architect, or landscape architect) assist with this portion of your plan preparation. Depending on several factors, it may be required that a licensed civil engineer prepares or supervises the preparation of your site plan.
<p><b>Site Plans (Plot Plans) that do not contain the required information will not be accepted as complete. Site plans may also include grading and should include all necessary information to properly grade the proposed site and meet all local and state requirements.</b></p> <p>Since each project varies in complexity, design, and site constraints, the City may require additional information at any time during the process.</p>			

## Additional Utilities Information

### Sewer

You will need to provide a sewer lateral from your parcel to the City sewer system. The City is not responsible for any construction, repair or maintenance of sewer lines or laterals other than the City's sewer mains.

It is your responsibility to request a sewer connection for your sewer lateral to the City's sewer main where the connection is to be made. Inspections by the Engineering Department will be required for connection to the main and by the Building Division for the lateral to the dwelling unit and cleanout.

The sewer lateral, whether installed at the time the public sewer is constructed or not, is installed and maintained at the sole expense of you, the property owner. The City is responsible for maintenance of only the public sewer system.

If an available City sewer main is not adjacent to the property line, then it shall be the responsibility of the property owner to extend a service lateral to the public sewer line at the City sewer main in accordance with City standards.

It shall be unlawful for any person to construct a septic tank in the City unless, because of the terrain, it is not feasible to connect with the city sewer system, and in that event, a permit must be first obtained. When connection to the city sewer system is not feasible, a building permit shall not be issued until the proposed building site is inspected and approved by El Dorado County Environmental Management and all county regulations regarding septic tanks have been complied with. Upon presentation of an approved numbered septic tank installation permit issued by the county, a building construction permit may be issued by the city.

When a sewer lateral is not available, the installation of the sewer lateral and the connection to the public sewer in the streets shall be done only by a contractor approved by the City and licensed by the State of California with a Class A General Engineering Contracting license. The contractor also shall possess a current City business license and have on deposit with the City a surety bond in a form approved by the City in the sum of twenty thousand dollars (\$20,000.00) to guarantee the faithful performance of all terms and conditions of the City. Construction shall be as follows:

1. The Engineering Department shall be notified forty eight (48) hours, not including weekends and holidays, in advance before a connection is made to a public sewer, and in no case shall the sewer lateral and connection be covered until the work has been inspected.
2. Construction operations shall be conducted in such a manner as to cause as little inconvenience as possible to abutting property owners and the traveling public. The contractor shall furnish, erect, and maintain such lights, signs, barricades, and other devices as are necessary to prevent accidents. The contractor shall obtain all necessary permits to complete the work.

## **Water**

It is the policy of the City for water meters to be installed on City property adjacent to the property line where the water is to be used. If in the opinion of the City Engineer there are circumstances in individual cases which indicate that it would be less burdensome and more advantageous to the City and the property owner to have the water meter at a place within the property line, this may be done provided that there is either an easement or written agreement which has been accepted by the City.

Costs associated with extensions of water lines from the City main to the customer's property line shall be solely bourn by customer. The customer shall make a deposit based upon a cost estimate by the City. The installation of the water lines and the connection to the public water main in the City streets shall be done only by a licensed contractor by the State of California to do this type of work. The water meter will be set by the City Public Works Division.

At the completion of the installation, the City public works superintendent will submit an invoice based on actual materials, including the meter, labor and equipment used, and charge this against the deposit. If the deposit was too large, the customer will be refunded the difference, if it is too small, the customer shall pay the difference.

## **Electrical**

Typically electrical service is provided by PG&E and you will need to coordinate directly with them. The connection made from the utility cannot be connected until approved by the building official. A temporary connection may be made at a temp

power pole with outlet(s) provided for use during construction. Temporary power may be at the permanent location on the dwelling with prior approval from the building official. You should contact PG&E ahead of the time power is needed and they will set the meter once the installation is inspected and an approval tag attached to the equipment. PG&E will not connect until approval per City ordinance.

Solar panels and system installed on the roof during the construction of the dwelling will not require any additional permitting unless it was not included in the original plan submittal.

### **Communications**

All other utility services such as telephone, cable and any other forms of communication are not be regulated by the City unless it is underground and will need encroachment permits to do work in the City street or right of way.

## Important information you need to know if you submit as an Owner Builder

The term “Owner-Builder” can mean three different things:  
“Owner as *Worker*”, “Owner as *Contractor*” or “Owner as *Employer*”  
Understand each has Benefits or Risk, and it is possible to combine them!

**Hiring a California Licensed Contractor** means you do not personally perform any of the construction work, the permit is not taken out in your name, you are not personally responsible for the construction and you are *not* an Owner-Builder. Instead, you become a “Customer” and California law provides you the benefit of protection from poor workmanship, failure to finish the job and financial risk due to worker injury.

**Benefit/Risk: Highest Benefits and the Least amount of Risk**

**Owner-as-Worker** is a type of Owner-Builder where you *personally perform* the construction work, the permit is taken out in your name and you are *personally responsible* for the construction management, knowledge, workmanship, and completion of the job. You benefit by not paying others to perform this work for you and your risk depends on your own ability to complete the job successfully.

**Benefit/Risk: Possible Benefit with Low Financial Risk**

**Owner-as-Contractor** is a type of Owner-Builder where you personally act as your own General Contractor, the permit is taken out in your name and you hire California licensed sub-contractors to perform portions of the construction work. **WARNING:** The benefit of protection provided by law when you hire only California licensed sub-contractors can turn to serious financial risk if you hire *unlicensed* contractors to perform *any* of the work. Check the sub-contractor for proper license and workers compensation insurance.

**Benefit/Risk: Possible Benefit and Significant Financial Risk**

**Owner-as-Employer** is a type of Owner-Builder where you pay *any* unlicensed individual to perform *any* construction work valued at more than \$500.00, the permit is taken out in your name and you are personally responsible for their employment requirements, supervision, performance, safety and welfare while on your property. **WARNING:** Cost savings benefit can turn to serious financial risk if you fail to deduct *payroll taxes* or provide *workers compensation insurance* for each worker.

**Benefit/Risk: Possible Benefit with Significant Financial Risk**

# REFERENCE DIRECTORY

**CITY OF PLACERVILLE**  
**3101 Center Street**  
**Placerville, CA 95667**

## **DEVELOPMENT SERVICES DEPARTMENT**

<b>Building</b> (Plan review, Construction Permit) <b>(530) 642-5240</b>	<b>Planning</b> (Historic review, Setbacks, Zoning) <b>(530) 642-5252</b>
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**ENGINEERING DEPARTMENT**  
(Grading, Water, Sewer, Roads, Encroachment)  
**(530) 642-5250**

## **OTHER AGENCIES:**

**El Dorado County Environmental  
Management (Food Service, Well, Septic)**  
2850 Fairlane Court  
Placerville, CA 95667  
(530) 621-5300

**Pacific Gas & Electric Company**  
4636 Missouri Flat Road  
Placerville, CA 95667  
(800)743-5000

**El Dorado County Fire Protection  
District**  
4040 Carson Road  
Camino, CA 95709  
(530) 644-9630

**AT&T**  
3970 Missouri Flat Rd Ste 4  
Placerville, CA 95667  
(530) 295-8520

**El Dorado Irrigation District**  
2890 Mosquito Road  
Placerville, CA 95667  
(530) 622-4513

**El Dorado Disposal/  
Waste Management, Inc.**  
4100 Dimetrics Way  
Placerville, CA 95667  
(530) 626-4141

**El Dorado County Resource  
Conservation District**  
100 Forni Road  
Placerville, CA 95667  
(530) 295-5630

**El Dorado County  
Office of Education**  
4675 Missouri Flat Rd  
Placerville, CA 95667  
(530) 622-5081  
(916) 933-5165

**CITY OF PLACERVILLE**  
**Development Services Department**

**CODES, ORDINANCES, REFERENCE & DESIGN GUIDELINES**

**THE REFERENCES BELOW ARE AVAILABLE DURING OFFICE HOURS FOR REVIEW AT OUR SELF-SERVICE COUNTER:**

**BUILDING DIVISION**

Title 4 of the City Code of Placerville

2019 California Building Code

2019 California Energy Code

2019 California Residential Code

2019 California Plumbing Code

2019 California Fire Code

2019 California Mechanical Code

2019 California Green Building Standards

2019 California Historical Building Code

2019 California Electrical Code

2019 California Administrative Building Code

**PLANNING DIVISION**

Title 10 of the City Code of Placerville

**ENGINEERING DIVISION**

Title 8 of the City Code of Placerville

\*California Design Manuals

\*American Assoc. of State Highways  
& Transportation Official Standards

City of Placerville Standard Plans

**CONSTRUCTION DESIGN CRITERIA**

**Residential only:**

WIND: 85 mph

CLIMATE ZONE: 12

ROOF SNOW: 20 lbs. per sq. ft.  
(non-reducible per city ordinance)

SURFACE ROUGHNESS: B

SOIL SITE: Class C

EXPOSURE CATEGORY: B

SEISMIC DESIGN CATEGORY: C & D

LIGHTING ZONE: 3

Most of the city is in the State Fire Marshalls VERY HIGH FIRE HAZARD ZONE.  
(See El Dorado County fire hazard maps.)

\*Available by request. Contact Engineering Department.

Date _____  Assessor's Parcel No.  _____ - _____ - _____	<b>CITY OF PLACERVILLE</b> <b>PERMIT APPLICATION</b> <b>Part 19</b>  <b>SFD SUBMITTAL CHECKLIST</b> <b>To be Deemed Complete</b>	<b>Permit No:</b> _____  <b>Site Address:</b> _____
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The following documents are required for a Single Family Dwelling application to be deemed a complete application submittal. Feel free to make any comments on this worksheet that will provide additional information necessary in reviewing your application.

The applicant must fill out the checklist by placing a check mark in the space shown under column "A" (for applicant). The Building Division will check and mark column "S" (for staff) as being received at application.

This worksheet must be completed and submitted with your Plan Review packet.

Permit application submittals for the following:

A	S	Form or information needed:	Description of requirements
<input type="checkbox"/>	<input type="checkbox"/>	Construction Permit Application. (Part 1a)	Complete the city's three part application and sign where applicable (the signature will be verified by office permit staff). Part 1a is standard information identifying the building project. The contractors name is only needed if the contractor is applying for the permit. The workers compensation information is required by both the contractor and owner builder. Enter none if a lender is not involved with a project otherwise include the lender's name and address.
<input type="checkbox"/>	<input type="checkbox"/>	Owner Builder Declaration (Part 2)	If you are applying as owner-builder, you must be the owner of record and complete part 2 of the multi-part application.
<input type="checkbox"/>	<input type="checkbox"/>	Application and Permit Expirations (Part 3)	Permit applications and issued permits have a limited time per city ordinances. Read part 3 carefully as it explains these expiration dates, limited refunds and recording of notices on property title when a permit expires.
<input type="checkbox"/>	<input type="checkbox"/>	Individual home owner association reminder (no form)	Check with your individual association for any possible contractual restrictions that may affect your construction project within the association. The Building Division does not enforce these restrictions nor require written approval.

<input type="checkbox"/>	<input type="checkbox"/>	Residential Construction Waste (Part 12b)	Effective January 1, 2020 the Green Standards Code mandates new residential construction projects to recycle and/or salvage a minimum 60% of the non-hazard debris generated during the project. Three methods are presented in the part 12b form, choose one method.
	<input type="checkbox"/>	Printed copy of Contractor's License information (done by city staff) when a licensed contractor applies.	Contractors acting as agent for the owner must have a current active California State Contractor's License, worker's compensation coverage, and a current City of Placerville Business License. These items will be verified by city staff using the State Contractor's License Board's website.
<input type="checkbox"/>	<input type="checkbox"/>	Obtain water and sewer services to the dwelling (water may be city or EID, check for service area) (Part 17)	When served by city water or sewer services, you must have or be able to obtain a water meter and sewer connection prior to permit issuance. When water services are by EID, they will review your project and approve the water meter. Verification of EID water service may be required at time of application. A second dwelling may be on the same meter but may require an upgrade to a larger meter, check with water purveyor. (see additional utilities information in this booklet)
<input type="checkbox"/>		Contact El Dorado County Environmental Management at Building C, Fairlane Court (for a septic waste system)	When the city public sewer is not within 200 linear feet of the new dwelling unit you must submit a percolation test and septic design to the El Dorado County Environmental Management Department. This may only be submitted with or after the City of Placerville building permit application.
<input type="checkbox"/>	<input type="checkbox"/>	City of Placerville, Engineer Division application. (Part 15) if an encroachment is proposed for the project. <input type="checkbox"/> Check if needed	An encroachment permit is needed if you are required to do any work in the public right-of-way (ie driveway, frontage improvement, sidewalk installation, street widening, etc.). Check with the City's Engineering Division for requirements. See the county Fire Safe Regulations for fire safe driveway information.

<input type="checkbox"/>	<input type="checkbox"/>	State of California CF-1R form (State approved forms or a computer energy analysis by a state approved program)	Include a State of California Energy Code, Building Energy Analysis (Title24), showing all requirements to prevent excessive energy use or loss. May be either a prescriptive or performance based submittal. Prescriptive forms are available from the California Energy Commission website or a performance based design by using an approved computer program available from the state or by outside contract designers. The CF-1R forms are not required to be registered at time of application. The registration is required for the form and results of a Home Energy Rating System HERS test.
<input type="checkbox"/>	<input type="checkbox"/>	A separate grading permit and plan (see plan requirements) Engineer Department review. (Part 14)	If the site requires grading to create a building construction site or driveway/road to the building, a grading permit may be required. Four sets of plans will need to be submitted for City Engineering Department review.
<input type="checkbox"/>	<input type="checkbox"/>	A separate retaining wall permit and engineered plans (see plan requirements) <input type="checkbox"/> Check if needed	If the site requires a retaining wall(s) to create a building construction site or driveway/road to the building, a separate retaining wall permit will be required. The wall design and engineering may be included with the grading plan submittal.
<input type="checkbox"/>	<input type="checkbox"/>	Plans for the construction of the dwelling. (see plan requirements as outlined in the SFD Booklet available at the building division)	Three complete sets of construction plans, one copy of the floor plan and elevation sheets, and three copies of any supporting documentation such as structural engineering, truss calculations, etc. One set will be returned approved to be used as the project construction plans. One set will remain in the Building Division and the separate floor plan sheet is sent to the county tax assessor.

Note: All fees for the city and other agencies will be due at issuance. A plan review fee will be determined and become due at time of application.

I understand the above information is required for a deemed complete SFD application submittal.

Signature of applicant		Date:	
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