



Alpine County Community Development
Building Safety Division
50 Diamond Valley Road
Markleeville, CA 96120

Phone: 530-694-2140, Fax: 530-694-2149

Email: communitydevelopment@alpinecountyca.gov

Web Page: www.alpinecountyca.gov/156/Community-Development

Building Permit Information Guide

This guide is intended to assist applicants in submitting building plans, calculating fees, obtaining approvals from all agencies and lists the design requirements for buildings constructed in Alpine County. A careful review of the information will help avoid unnecessary delays and expense.

It should be understood that the acceptances of fees and documents for processing a permit does not, by itself, insure that a permit will be issued for a construction project unless all requirements and conditions set forth by regulatory and county agencies have been met.

| | | |
|----|---|---------|
| A. | Permit Processing | Page 2 |
| B. | Required Documents | Page 2 |
| C. | Additional Documents and Fees | Page 6 |
| D. | Agency Resource Directory | Page 9 |
| E. | Fire Impact Fee and Fire Safe Regulations | Page 10 |

i Alpine County Technical Building Codes:

www.codepublishing.com/CA/AlpineCounty/#!/AlpineCounty15/AlpineCounty15.html

A. Permit Processing

Applications must be submitted through the online portal on the Community Development web page.

All information pertinent to a proposed construction project should be provided to the Building Division when applying for a permit.

Please note: the applicant is responsible for submitting and routing plans to applicable agencies for approvals, payment of fees and sign-offs.

B. Required Documents

The application and plans shall include an accurate description of the scope of work with a summary of the square footage for each occupancy type.

Plans must be fully dimensioned and drawn to scale (minimum 1/8" scale, 1/4" recommended) in a pdf format. Superfluous general notes and details which do not apply to the proposed construction project shall not be included on the plans. Drawings by professional and non-professional designers alike must be highly detailed and complete to enable the plan review staff to determine compliance. Incompleteness and lack of detail are frequent causes for correction of drawings during the plan review process, thus causing delays in the issuance of a permit.

All submitted plans must be signed by the person responsible for their preparation or signed and authorized by the licensed design professional who prepared them.

Unless otherwise approved by the Building Official, the plan review is subject to expiration 180 days after submittal of construction document submission. An extension may be granted upon receipt of a written request. Applicants should try to comply with time limits for obtaining a permit and thus avoid expiration. If the plan review timeframe expires, additional fees may be charged to reactivate the process, and drawings may have to be revised to comply with new codes and/or standards enacted subsequent to the original date of application for permit.

Plan Set Submittal Requirements for New Construction and Additions:

1. Title Page with project address and Assessor's parcel number(s). Contact the Assessor's office at 530-694-2283 for this information. The Assessor's parcel number is mandatory for property owner verification. Title Page should include
 - a. Vicinity Map
 - b. Codes Summary - List currently adopted code publications and editions used to design the project.
 - c. Proposed and Existing Zoning
 - d. Proposed and Existing Parcel Size
 - e. Owner Name and Address
 - f. Applicant Name and Address
 - g. Names of all Design Professionals involved in submission
2. All recorded easements and restricted use areas, with dimensions.
3. North arrow.
4. All structure-to-property line setback dimensions, existing and proposed.

5. Location of all property lines.
6. Address, street name(s) for all adjacent streets, and street center lines, if applicable.
7. Provide a fully-dimensioned driveway profile; location, type, grade, width, length and turnarounds.
8. If applicable, show water tank (or tank hydrant connection) to be located adjacent to driveway with appropriate identifying signage.
9. Fully dimensioned parking plan including tabulation of existing, proposed and required parking spaces.
10. Grade elevations at property line corners, driveways, and garage floor and finished floor.
11. Two-foot topographic contours.
12. Show all proposed and existing utility meters, public sewer connections, private sewage disposal systems, and fire hydrant locations.
13. Locations of all buildings/structures on adjacent properties within 10 feet of the property line.
14. Defensible Space Plan. Provide 30' – 100' defensible space reduced fuel zone measures (PRC 4291) and erosion control measures to be used. A defensible space plan provides information concerning the outline, dimensions and location of existing and proposed structures in relation to the surrounding wildland vegetation and the local topography. The topography has a direct relationship to a structure's survivability. Structures should be sited so as to reduce their exposure to the most intense part of any wildfire as well as efficient drainage away from the structure. Topography must be shown for the building site and for adjoining lots and streets by means of contours and elevations.
15. Building Floor Plans with Total Area, broken down by habitable and non-habitable areas.
16. Cross Slope for Primary Structure.
17. Existing and proposed coverage (structures, driveways, etc.).
18. Building Elevations, Materials, and Colors.
19. Engineering Calculations: with the name and registration of the California licensed engineer providing the calculations.
20. Truss Designs, if applicable. Also, provide a letter from the engineer of record (EOR) stating that the roof truss design calculations, configurations, and layout are in general compliance with the intent of the structural design criteria and documents. Truss designs cannot be deferred.
21. Energy Design Analysis: to show compliance with State standards. Alpine County is in Climate Zone 16.
22. Fire Suppression/Fire Sprinkler: plans, calculations and product sheets.

Plan Review Deposit:

The plan review deposit is based on square footage and valuation of the proposed dwelling using exterior building dimensions. The deposit amount will be determined by staff at application submission. Refer to the following exhibits and examples for reference.

The estimated plan review deposit for a project is \$1.00 per square foot up to \$2500.00
**Subject to Building Official determination.*

SCHEDULE FOR BUILDING VALUATION DETERMINATION

| <u>TYPE OF STRUCTURE</u> | <u>ESTIMATED VALUE PER SQUARE FOOT*</u> |
|---|---|
| (1) DWELLINGS | |
| (a) Below 6200' Elevation (Markleeville/Woodfords/Mesa): | \$160.80 |
| (b) Above 6200' Elevation (All other locations): | \$237.16 |
| (2) GARAGES | |
| (a) Below 6200' Elevation (Markleeville/Woodfords/Mesa): | \$47.31 |
| (b) Above 6200' Elevation (All other locations): | \$94.59 |
| (3) ELEVATED DECKS | |
| (a) Below 6200' Elevation (Markleeville/Woodfords): | \$47.31 |
| (b) Above 6200' Elevation (All other locations): | \$94.59 |
| (4) APARTMENTS / CONDOMINIUMS | SUBJECT TO DESIGN AND DETERMINATION |
| (5) NON-RESIDENTIAL | SUBJECT TO DESIGN AND DETERMINATION |
| *SUBJECT TO DESIGN AND DETERMINATION BY ALPINE COUNTY BUILDING DEPARTMENT | |

BUILDING FEE TABLE (New Construction)

| TOTAL VALUATION | | RATE PER UNIT | | | | | | |
|-----------------|----------|----------------|------------|---------------------------------------|----------------|-------------|---------|---------------------|
| \$1.00 | to | \$2,500.00 | \$226.00 | | | | | |
| \$2,501.00 | to | \$25,000.00 | \$226.00 | for first | \$2,500.00 | PLUS | \$36.13 | for each additional |
| | | | \$1,000.00 | or fraction thereof, to and including | \$25,000 | | | |
| \$25,001.00 | to | \$50,000.00 | \$1,057.00 | for first | \$25,000.00 | PLUS | \$30.20 | for each additional |
| | | | \$1,000.00 | or fraction thereof, to and including | \$50,000 | | | |
| \$50,001.00 | to | \$100,000.00 | \$1,812.00 | for first | \$50,000.00 | PLUS | \$27.18 | for each additional |
| | | | \$1,000.00 | or fraction thereof, to and including | \$100,000 | | | |
| \$100,001.00 | to | \$500,000.00 | \$3,171.00 | for first | \$100,000.00 | PLUS | \$12.65 | for each additional |
| | | | \$1,000.00 | or fraction thereof, to and including | \$500,000 | | | |
| \$500,001.00 | to | \$1,000,000.00 | \$4,228.00 | for first | \$500,000.00 | PLUS | \$8.55 | for each additional |
| | | | \$1,000.00 | or fraction thereof, to and including | \$1,000,000 | | | |
| \$1,000,001.00 | and over | | \$9,513.00 | for first | \$1,000,000.00 | PLUS | \$6.78 | for each additional |
| | | | \$1,000.00 | or fraction thereof | | | | |

MISCELLANEOUS BUILDING FEES

| | |
|--|--------------|
| (1) Inspections outside of normal business hours (2 hour minimum <u>PLUS</u> mileage): Hour* | \$201.98 Per |
| (2) 2 nd Re-inspection fee (1 hour minimum <u>PLUS</u> mileage): Hour* | \$151.00 Per |
| (3) Inspections for which no fee is specifically indicated or unpermitted work (1 hour minimum <u>PLUS</u> mileage): Hour* | \$151.00 Per |
| (4) Additional plan review required by changes, additions or revisions to approved plans: (½ hour minimum) Hour** | \$151.00 Per |

- * Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. Cost does not include mileage which may be charged separately. Deposits will be required in advance of work.
- ** More than two plan checks (i.e. third submittal shall require additional fees).

Correction and resubmitted drawings are often necessary after the initial plan review is completed. The applicant, the architect or the engineer is notified regarding necessary revisions. Since the processes of plan review, correction, resubmittal, and final approval may take several weeks, applicants are urged to allow ample “lead” time prior to the date when construction is planned to begin. Comments or questions regarding plan review are welcome.

Normal plan review time is three (3) weeks. If you haven’t received a response after three (3) weeks, please contact Community Development. It should be understood that during peak building seasons the first review time may exceed three (3) weeks; again, allow ample time prior to construction start dates. Plans are accepted and reviewed in the order received.

C. ADDITIONAL DOCUMENTS AND FEES

The permit and plan review process is an analysis and discovery procedure which attempts to determine if a proposed construction project is in compliance with applicable laws and ordinances. Special conditions in connection with a project or a site occasionally make it necessary for the Building Department to request additional items of information which do not appear on the foregoing list of documents. The plan check approval card will be issued at submission of application. **It is the permit applicant’s responsibility to obtain permits or approvals from the following agencies where proposed work requires the review and approval by and/or payment of fees to the agencies listed below. Building permits will not be issued until the approvals are obtained and required fees are paid.**

1. **Private codes, covenants, and deed restrictions (CC&R’s):** If your lot is in a subdivision where CC&R’s impose restrictions on the design and construction of a building, it is advisable to contact the local homeowners association for approval of plans prior to submitting them to County agencies for processing.
2. **Encroachment Permit:** An Encroachment Permit is required for all construction activities that take place within the County road right-of-way. These activities typically include fire access/turnaround & driveway construction, utility trench excavation, and landscaping projects. Please refer to the Public Works section of the Community Development online Portal.

3. **Private Water Supply:** The use of a private well as a domestic water supply is reviewed and approved by the Environmental Health Director. Guidelines, procedures, and fees to obtain a permit are available through Alpine County Health and Human Services. Please contact Dennis Lampson for additional information at dlampson@alpinecountyca.gov.
4. **Private Sewage Disposal System:** Guidelines, procedures, and fees to obtain a permit to construct, alter, or repair a sewage disposal system in accordance with Alpine County regulations are available through Alpine County Environmental Health Director. Please contact Dennis Lampson for additional information at dlampson@alpinecountyca.gov.

Section 3 Special Conditions 15.04.050

Alpine County Code Section 13.08.040 – Building Permit. The Building Official shall not issue a permit for the construction of any building or structure in the County until a statement has been issued and signed by the Environmental Health Officer that the water and sewage systems are installed and approved.

5. **Utilities**
 - a. **Bear Valley:** Contact Bear Valley Water District at 209-753-2112 and Lake Alpine Water Company at 209-753-2409 for application process and fees. A copy of the will serve letters must be obtained prior to the issuance of a building permit.
 - b. **Kirkwood:** Contact Kirkwood Meadows Public Utility District at 209-258-4444 for application process and fees. Documented approval must be obtained prior to the issuance of a building permit.
 - c. **Markleeville:** For projects located in the Markleeville service area contact Markleeville Public Utility District at 530-694-2924 and Markleeville Water Company at 530-694-2924 for application process and fees. A copy of the will serve letters must be obtained prior to the issuance of a building permit.
6. **Alpine County Unified School (ACUSD) Facilities Fee:** The purpose of the fees is to finance the construction and reconstruction of school facilities for the students of the District. Senate Bill 50, 1998 (Education Sections 17620) and Government Code Section 65995 establishes the allowable maximum fee on Level I (Base Fee) residential development and for Commercial/Industrial development. One (1) plan sheet indicating the projects total square footage of conditioned floor area must be submitted to ACSUD for calculation of fees. Contact ACUSD at 530-694-2495 for further information. Provide verification of fee payment or exemption to Community Development.
7. **SB 1473 Building Standards Commission Special Revolving Fund (CBSC) Fees:** This fee supports efforts associated with green building standards. The bill requires that each city and county collect a fee from an applicant for a building permit, assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1) which is a surcharge on both residential and non-residential building permits. This fee is applicable to all building permits.
8. **PRC 2705 Strong-Motion Instrumentation Program (SMIF) Fee:** The purpose of this fee is to administer the program and of acquiring, installing and maintaining strong-motion instruments for seismic hazard mapping. The fee is based upon a fraction of the valuation of the proposed project.

9. **Final Building Department Fees:** The final fees are required at the time of permit issuance after construction drawings have been approved and all documentation and clearances have been received. Such fees may include building permit, plumbing, mechanical, electrical, permit issuance, balance of plan check, energy plan check, record retention, CBSC, SMIF, water tank deposit and fire impact fees.
10. **Traffic Impact Mitigation Fees (Kirkwood):** The Kirkwood Area Traffic Impact Mitigation Fee Ordinance 10.28 outlines the procedure for payment. The fee is due to Community Development prior to occupancy. The fee for a single-family home currently is \$3,250.00 and the multi-family home fee is calculated by the Planning Department.
11. **State Forest Practice Law:** The State of California has ruled that if you are converting timberland to a non-timber use, you must hire a Registered Professional Forester (RPF) to file a harvest document called a *“Less than 3 acre Conversion Exemption.”* This means you may convert up to 2.99 acres from its tree-growing status to a clearing for your house, etc. and the Department of Forestry will not require you to replant trees on your cleared area. If you don’t have to cut trees within the footprint of your house or driveway or garage, etc., you may not have to file a conversion exemption with CAL FIRE.

D. AGENCY RESOURCE DIRECTORY

Alpine County Assessor

P.O. Box 387 (99 Water Street)
Markleeville, CA 96120
530-694-2283

Alpine County Community Development (Building, Planning, Public Works)

50 Diamond Valley Road
Markleeville, CA 96120
530-694-2140

Alpine County Health Services

75-B Diamond Valley Road
Markleeville, CA 96120
530-694-2146

Alpine County Unified School District

43 Hawkside Drive
Markleeville, CA 96120
530-694-2495

Bear Valley Water District (BVWD)

P.O. Box 5027 (441 Creekside Drive)
Bear Valley, CA 95223
209-753-2112

Lake Alpine Water Company (Bear Valley)

P.O. Box 5013 (148 Bear Valley Road)
Bear Valley, CA 95223
209-753-2409

Kirkwood Meadows Public Utility District

P.O. Box 247 (33540 Loop Road)
Kirkwood, CA 95646
209-258-4444

Markleeville Public Utility District

P.O. Box 222
Markleeville, CA 96120
530-694-2924

Markleeville Water Company

P.O. Box 131
Markleeville, CA 96120
530-694-2924

E. FIRE IMPACT FEE ORDINANCE & FIRE SAFE REGULATIONS ORDINANCE

This is intended to provide you with basic information regarding two fee requirements which may be applicable to your construction.

The **Fire Impact Development** fees are countywide, including the Kirkwood Public Utility District area, and are intended to fund the portion of future facilities and equipment needs of each area's volunteer fire departments that the projected growth in each area will require. Since the taxpayers have historically paid the costs of fire suppression through general fund revenues, this fee is a type of "buy-in" to the existing services as well as a means of keeping up with increased service levels.

By looking at current building activity and projecting ten years ahead, a fee was developed which applies the increase in structural fire protection responsibility to the estimated capital costs of fire protection facilities and equipment for the next ten years. That portion of the cost per unit is \$.30 per square footage of space. The definition of space includes all that square footage as designated on the building permit issued for the project, exclusive of concrete patio construction. The fees are collected at the time the building permit is issued. Kirkwood cost per unit is \$.56 per square foot, collected by KMPUD.

Fees collected will be identified to each of the four fire response areas, Markleeville, Woodfords, Kirkwood, and Bear Valley, for allocation back to them through the annual budget process. These revenues will be allowed to accumulate from year to year to accomplish the goals of the Capital Improvement Plan.

Due to circumstances of access, climate, geography and/or other pertinent variables, the Board of Supervisors may, upon individual project appeal application, by majority vote, waive these fees upon a finding that is unreasonable to establish a relationship between the fees use and the type and location of the particular development project. The County Clerk's Office can provide further information on initiating the appeal process. Further information on how the impact fees were developed can be obtained at the Administration Office at (530) 694-2287.

The second fee requirement related to fire suppression activities was developed as an alternative to a State mandated water storage requirement. In all areas that are not served by a water system meeting specific State standards for water flow, State regulations now require that a water source of a minimum of 2,500 gallons be available, by means of a pool, water tank, or other device. As an alternative, each site owner may opt to contribute a fixed fee, currently \$2,500 toward the purchase of rolling stock, primarily water tank trucks, which will provide a mobile water source. This option may not available if it is determined that the travel time/distance for fire apparatus exceeds the designated response time. The Building Safety Division will let you know whether or not this state requirement applies to your plans and location, and can provide additional information on the various options. The appropriate option will be a joint decision based upon a consideration of the specifics of each individual site and must be identified on the site plan at the time the building permit is issued.