

THE CITY OF SUTTER CREEK BUILDING DEPARTMENT HOURS ARE AS FOLLOWS:

MONDAY THROUGH THURSDAY 9 A.M. – 4 P.M.

Please direct questions to the City Inspector by email to Holly Boehme, Account Clerk at hboehme@cityofsuttercreek.org or call (209) 267-5647 ext. 229.

INSPECTIONS ARE AVAILABLE TUESDAYS AND THURSDAYS

1:00 P.M. – 3:30 P.M. 24 HOUR NOTICE IS REQUIRED

Inspections outside of these hours are by appointment only.

NOTE: Design Review Clearance may be required prior to issuance of a building permit. Review the City of Sutter Creek Design Standards for Development within the City. Visit www.cityofsuttercreek.org.

THE FOLLOWING INFORMATION IS PROVIDED TO DESCRIBE THE PROCESS TO OBTAIN A BUILDING PERMIT FOR NEW CONSTRUCTION IN THE CITY OF SUTTER CREEK.

1. The application for a Building Permit shall contain the following:
 - a. Three copies of complete construction documents (i.e., plans, specifications, calculations on all engineered members, trusses, glue-lam beams, floor trusses etc., energy compliance documents) An extra copy of the Floor Plan (Assessor) & Site Plan (File) shall be provided.
 - b. California Business and Professions Code requires that all structures in other than R3 (dwellings) or U (garage and agricultural) occupancy groups, shall be designed by a California licensed Engineer or Architect and be wet signed by the appropriate authors.
 - c. Unlicensed persons may design occupancy group R3 and U depending on size and construction method used. A Single-Family Dwelling of wood framing “conventional construction” (as covered by Chapter 23 of the U.B.C.), not more than two stories and a basement in height, may be designed by unlicensed persons.
 - d. All steel framed masonry buildings or masonry walls over 4’ in height (measured from bottom of footing to top of wall) must be designed by a licensed Architect or Engineer.
 - e. The application and construction documents will be reviewed, approved and a BUILDING PERMIT issued prior to construction.
 - f. **DETACHED STRUCTURES REQUIRE SEPARATE PERMITS!** In addition to all applicable building code requirements, Accessory Dwelling Units are subject to the requirements set forth in the City of Sutter Creek Municipal Code (Section 18.10.070 - Additional dwelling units.)

2. The following design information should be useful in the preparation of construction documents:

a. All construction shall comply with the minimum requirements of the following codes effective January 01, 2023, unless a more restrictive code or requirement is enforced by the City:

- 2022 California Building Code (CBC)
- 2022 California Plumbing Code (CPC)
- 2022 California Mechanical Code (CMC)
- 2022 California Administration Code (CAC)
- 2022 California Housing Code (CHC)
- 2022 California Electrical Code (CEC)
- 2022 California Fire Code (CFC)
- 2022 California Historical Building Code (CHBC)
- 2021 Uniform Swimming Pool and Spa Code
- 2022 California Energy Code
- 2022 California Referenced Standards Code (CRSC)
- 2021 International Property Maintenance Code (IPMC)
- 1997 Uniform Housing Code (UHC)
- 1997 Uniform Building Security Code (UBSC)
- 1997 Uniform Code for the Abatement of Dangerous Buildings (UCADB)
- Other prevailing City Ordinances and State Laws

b. Design requirements shall apply as follows:

1. Minimum soil bearing pressure of 1,500 psf without analysis.
2. The “basic wind speed” established in Chapter 16, Volume 2 of the CBC is 85 mph with exposure “B” without analysis.
3. The City of Sutter Creek is in “Seismic Zone D”
4. Roof systems to be designed with 20 psf snow load.
5. **NEW STRUCTURES.** An automatic fire sprinkler system shall be installed in occupancies 5,000 square feet and larger exclusive of area separations as defined in the California Building Code.
 - a. This requirement may be waived by the Building Official if the building is divided into areas of less than 5,000 square feet. Such division shall be made by the construction of fire wall(s) which meet the requirement of Chapter 3 and Chapter 7 of the California Building Code.
 - b. The integrity of the said fire wall shall be maintained as defined in the California Building Code. In the event such integrity is not maintained, the building shall be equipped with an approved automatic sprinkler system.
6. **EXISTING STRUCTURES.** An automatic fire sprinkler system shall be provided in existing structures when there is a change of character of the occupancy or use of any building which may, in the opinion of the Building Official increase or may cause to increase the hazard of fire or threat to life and safety.
7. Roof covering on all new construction shall be listed Class A, per Section 1505.2 or metal, or other non-combustible material; and shall be installed over solid sheathing unless it is an engineered structure and has received the approval of the Building Official.

Exception: Roofing in connection with additions, alterations, and repairs to existing structures

shall not be required to conform to the standard set forth in this Section 14.04.030(b) (1) if all of the following apply:

- (i) The re-roofing (or roofing for an addition to a building) accompanied in any 12-month period does not exceed 50% of the existing roof areal
- (ii) The re-roofing (or roofing for an addition to a building) is substantially the same as the material on the existing portions of the roof; and
- (iii) The materials used for the re-roofing (or roofing for an addition to a building) comply with 1510 of the California Building Code. D. Section 1608A.1 of the California Building Code.

c. Minimum setbacks are as follows: (verify each project with planning)

Zoning District	Symbol	Lot Size (Net)	SETBACKS				BUILDING HEIGHT Stories/Feet
			FRONT	SIDE	STREET SIDE	REAR	
Agriculture	A	40 acres	35'	20'	30'	40'	2.5 / 35'
Residential Estates	RE	40,000 sf	35'	15'	20'	40'	2.5 / 35'
Residential Low Density	RL	20,000 sf	30'	10'	15'	25'	2.5 / 35'
One Family Dwelling	R-1	7,000 sf	25'	5'	12'	15'	2.5 / 35'
Two Family Dwelling	R-2	7,000 per duplex; 5,000 per sfd	20'	5'	10'	10'	2.5 / 35'
Limited Multiple Family	R-3	3,000 sf per du	15'	5'	10'	10'	2.5 / 35'
Multiple Family	R-4	1,000 sf per du	10'	5'	10'	10'	3.0 / 40'
Limited Commercial	C-1	None	10' or avg.	5' or CBC	5' or CBC	10'	2.5 / 35'
Commercial	C-2	None	5' or avg	5' or CBC	5' or CBC	10'	3.0 / 40'
Downtown Commercial	DTC	None	10' or avg	5' or CBC	5' or CBC	10'	3.0 / 40'
Mixed Use	MU	None	10'	5' or CBC	5' or CBC	10'	4.0 / 55'
Light Industrial	I-1	7,000 sf	25'	10'	10'	20'	4.0 / 50'
Heavy Industrial	I-2	40,000 sf	25'	10'	10'	10'	4.0 / 50'
Open Space	OS	None	25'	25'	25'	25'	2.0 / 25'
Recreation	R	7,000 sf	25'	10'	10'	20'	3.0 / 35'

3. The following minimum information shall be clearly shown on the construction documents for all projects. Commercial projects may require further information.

A. **GENERAL SITE PLAN**- All site plans submitted to the City for approval shall include the following information:

- Owner's name, addresses, and telephone number.
- Name of individual responsible for plans, address and phone number.
- Project location, address and assessor's parcel number.
- North arrow and scale.
- Grading plan – existing and finished grades and finished floor elevation. Note benchmark pertaining to site elevations, use NGVD> (national geodetic vertical datum)

- Water service and how and where to connect to main. Meter location and size. Developer to provide gate valve within 3' of meter on customer side.
- Sewer lateral and how and where to connect to main, 3" diameter minimum. (clean out to be same size as downstream pipe. All per UPC specs)
- Drainage – indicate disposal to existing system (per Appendix Chapter 33 of the Uniform Building Code)
- Legal access to public Right of Way.
- Detail of connection of driveway to City Street. Provide profile with grades.
- Fire hydrant(s) location as required.
- Vicinity map. (may be NTS, not to scale)
- All existing utility and storm drain mains as they pertain to this project.
- Plot plan of proposed and existing structures showing setbacks.
- Trash enclosure location. COMMERCIAL
- Parking plan. COMMERCIAL, R2, R3
- All existing easements of record.
- Parcel dimensions and legal authority for same, (record map #)
- Underground electric service when applicable. All new services to be underground.

B. FLOOR PLAN

- At 1/4" = 1' scale clearly showing all interior and exterior framing dimensions.
- Indicate all rooms, door and window sizes, window types, plumbing fixtures, mechanical equipment and other features.
- Unless separate electrical and mechanical plan is provided, indicate all electrical receptacles, fixtures and mechanical equipment layout.
- Indicate attic access and interconnected fire warning device location.

C. FOUNDATION PLAN

- Indicate exterior and interior dimensions, size and spacing of piers, girders, joists and underfloor access location.
- Show details of foundation footing, stem wall (8" nominal thickness), reinforcement, pier and girder connections, girder pockets, UFER grounding, and any other items of construction importance.
- Indicate deck foundations.

D. FRAMING AND SECTION DETAILS

- Indicate floor, ceiling and roof framing of joists, rafters, sheathing, underlayment, roofing materials and all beams and headers.
- Indicate all deck framing.
- Indicate sections through exterior walls of structure showing all construction from footings to the highest point of the finished roof. Where more than one type of wall or roof system is used, show each type.
- Indicate sections through any portion where various levels occur and through stairs, including vertical dimensions.
- If roof trusses, glu-lams, mini-lams, floor trusses, girder trusses, etc. are to be used, submit engineering.

- Provide framing details of all-important structural connections including deck connections.

E. PLUMBING

- If residential plumbing is to be installed by other than a licensed plumbing contractor, it may be required to indicate the size, location and connections of all drainage, waste, and hot and cold-water distribution. The above information shall be provided on all commercial projects.

F. MECHANICAL

- If residential mechanical is to be installed by other than a licensed mechanical contractor, it may be required to indicate the size, location and details of all mechanical distribution systems including clearances around mechanical equipment. The above information shall be provided on all commercial projects

G. ELECTRICAL

- On residential projects the location of all receptacles, light switches and light outlets shall be identified. If the electrical is to be installed by someone other than a licensed electrical contractor, it may be required to indicate the circuitry, wire sizing and grounding. The above information shall be provided on all commercial projects.

H. ELEVATIONS

- Provide North, South, East and West elevations.
- Indicate heights from finished grade to roofline and between floor/ceilings, exterior finishes chimneys, overhangs and trim.

I. TREE AND LANDSCAPING PLANS

- With the exception of Single-Family Residential development, a landscape plan shall be provided in accordance with Section 13.24.110 – 13.24.130 of the City of Sutter Creek Municipal Code and be submitted with the site plan.

Drawings shall be clear and legible and shall be on drafting paper of adequate size.

All contractors working within the City of Sutter Creek are required to obtain a business license prior to performing any work. A building permit will not be issued until the contractor on record secures a business license.