



# BUILDING PERMIT PROCEDURE

## **Measure A Allocation:**

Contact Planning Department for application procedure.

## **Coastal Development Permit:**

Contact Planning Department for application procedure.

## **Plan Check:**

When all the necessary approvals have been obtained, you may apply for a building permit. A Plan Check Fee is required at the time you submit your plans. The fee is based on the valuation of the proposed project. The review process will take approximately four to six weeks. Plans are reviewed by the Fire Department, Planning Department, Building and Engineering departments.

When plans have been approved and the water, sewer and any other applicable permits have been obtained, a Building Permit can be issued.

**Water Permit:** Obtained from the Coastside County Water District located at 766 Main Street, Half Moon Bay (650-726-4405).

**Sewer Permit:** Sewer permits for the Half Moon Bay Sanitary District are issued at the time the building permit is issued.

If the property is located north of Frenchmans Creek, it is serviced by the Granada Sanitary District. You must contact that office at 650-726-7093 for information on applying for a permit.

**Coastside County Water District Approval:** A letter to the City from the water district stating that the proposed demand for water can be met will be required prior to the issuance of a building permit.

**Half Moon Bay Fire District Approval:** The Half Moon Bay Fire District is responsible for regulating construction to ensure conformance to the California Fire Code and local ordinances. All plans must be reviewed by the Fire Department. We will not issue a building permit until we have received written approval from the fire district.

**School Impact Fees:** The Cabrillo Unified School District requires the payment of School Impact Fees. These fees are determined by the School District and are based on living area only. Prior to issuance of the building permit, you will need to take the plan check receipt to the district office located at 498 Kelly Avenue. We will require a copy of the receipt for fees paid.

**PLAN CHECK & BUILDING PERMIT FEES:**

Plan Check fees are required at the time the Building Permit Application and building plans are submitted to the Building Department.

The Building Permit Fee is determined by the valuation of the proposed structure. This includes the living area, garage, deck, etc. The fees are determined by the current information provided by the International Conference of Building Officials Valuation Data (with an adjustment factor of 1.5).

**For Example:** A 2,000 square foot home with 400 square foot garage.

First multiply the home square footage by \$152.93 and the garage square footage by \$59.42. The valuation would be \$321,694.00. To calculate the Building Permit Fee from the valuation in our example, the math is as follows:

1. The first \$100,000 of valuation costs \$1,197.50 plus \$7.00 for each \$1,000 or a fraction thereof. In this example, the valuation is rounded up to the next \$1,000. Below is the formula for calculating the Building Permit Fee:

$$\begin{aligned} & \$7.00 \times ((\$321,694.00 - \$100,000) / \$1000.00) = \$7.00 \times \$222.00 = \$1,554.00 \\ & \$1,197.50 + \$1,554.00 = \$2,751.50 \end{aligned}$$

2. The plan check fee is 65% of the Building Permit Fee.  
 $\$2,751.50 \times 0.65 = \$1,788.48$

**This fee is to be paid when the plans are being submitted to the Building Department.**

When the application and plans have been approved, the building permit can be issued and the following fees are included in the permit:

<b><u>Building Permit</u></b>	\$1,622.00 (example only)
<b><u>Sewer Permit</u></b>	\$3,777 (Half Moon Bay Sanitary District)
<b><u>SMIP</u></b>	Valuation x .01% (\$204,540.00 * .01% = 20.45)
<b><u>Storm Drain</u></b>	\$.0838 per square foot of lot area
<b><u>Capital Outlay</u></b>	\$54 for the 1 <sup>st</sup> bedroom, \$17 each additional Bedroom - \$115 maximum

**Traffic Mitigation Fee**

\$1,913

**Park Facility Development Fee**

\$1,038 per bedroom  
1 = \$1,038  
2 = \$2,076  
3 = \$3,114  
4 = \$4,152

**Plumbing, Mechanical & Electrical**

These fees are based on square footage, type of heat and air conditioning equipment, number of plumbing fixtures and hose bibs, gas fixtures or appliances, etc.

**Sewer Equalization Fees**

This fee may be required depending on the number of Benefit units designated for the property. The fee will be determined prior to the issuance of the permit.

**Engineer's Fees**

Some plans may require a review by the City Engineer. A fee of 1.5% of the Engineer's estimate may be required.

**School Impact Fee**

These fees are determined by and paid directly to the School district prior to the issuance of the building permit. Fees are based on the square footage of living area. Contact Penny at 712-7100 Ext. 103 for the current rate per square foot.

**Street Agreement**

There is no fee. However, in areas where there are no improvements, you may be required to enter into a Street Agreement with the City for future improvements.

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All contractors and sub-contractors are required to have a current City of Half Moon Bay Business License.

Information regarding your lender must be provided to the City.

When you have secured the building permit, you will receive an approved set of building plans marked, "JOB COPY" and a Job Card. These plans and job card must be made available to the building inspector and on the job site when he conducts an inspection.

All inspections must be requested one (1) day in advance and can be scheduled by calling the "Building Inspection Hotline" at 650-726-8794 by 5:00 pm the day before the inspection..

**PLEASE NOTE:**

The Building permit states, “This permit becomes null and void if work is not commenced within 180 days from the date of issuance or if work is suspended at any time for more than 180 days or if work is done in violation of any City or state laws relating thereto”.

*It is your responsibility to see that the permit is kept active. Refer to your Building Inspection Card for the necessary inspections and date of last inspection. You have 180 days from date of issuance and/or date of last inspection to call for your inspection. If you suspend work or do not call us for inspection your permit will expire 180 days after your last inspection. If the permit should expire, you may be required to pay renewal fees which could be one-half or the full building permit fee.*

IF ANY WORK IS STARTED PRIOR TO SECURING THE REQUIRED PERMITS, THE BUILDING INSPECTOR WILL ISSUE A STOP WORK NOTICE AND YOU WILL BE CHARGED PENALTY FEES PER THE CALIFORNIA BUILDING CODE