



## **CODE APPLICATIONS AND INTERPRETATIONS:**

**DATE:** November 19, 2018

**SUBJECT:** Permit Submittal Documents

**CODE CYCLE:** 2016 California Building Code

**CODES AND SECTIONS:** 2016 California Building Code 107.2.1; California Business and Professions Code 5536.1(a); 6735(a)

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**2016 CBC Section 107.2.1** states, in part:

“Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the Building Official.”

**California Business and Professions Code section 5536.1(a)** states, in part:

“All persons preparing or being in responsible control of plans, specifications, and instruments of service and all contracts therefor and if licensed under this chapter shall affix a stamp, which complies with subdivision (b), to those plans, specifications, and instruments of service, as evidence of the person’s responsibility for those documents.”

**California Business and Professions Code section 6735(a)** states, in part:

“All civil engineering plans and specifications that are permitted or that are to be released for construction shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. All final civil engineering calculations and reports shall bear the signature and seal or stamp of the licensee, and the date of signing and sealing or stamping.”

## **DISCUSSION:**

A recurring issue that has come up with regularity over the years has been the topic of incomplete submittals for building permits. Examples include plans not bearing the stamp and signature of the licensed design professional in responsible charge, and supporting documents, such as energy compliance and structural calculations not being included in the initial permit submittal.

Other examples include plans not being prepared by a professional designer for commercial projects or large residential projects where critical code data is not identified on the plans. Such incomplete submittals have often resulted in delays in reviews and for permit issuance.

## **POLICY AND PROCEDURE FOR PERMIT SUBMITTAL DOCUMENTS:**

It shall be the responsibility of Town staff to inform applicants of the required documents that must be submitted for a particular project. It shall also be the responsibility of Town staff to review submittals at the time of document submittal to verify the completeness and accuracy of such submittals. Should a submittal not be complete and/or have insufficient information, the submittal will be returned to the applicant with specific instruction given to the applicant in order to effect a complete submittal.

Similarly, it shall be the responsibility of the permit applicant to ensure that they have a complete submittal when applying for a building permit. In the event that any applicant is unsure as to what documents are required for a permit, it shall be their responsibility to contact the Building Division to find out what the required documents are.

For all commercial projects that do not trigger the Town's licensed architect policy, plans prepared by a professional designer will be required; the professional designer need not be a licensed architect or engineer, but must be an individual who routinely prepares building plans professionally. For larger residential projects, those projects shall be evaluated on a case by case basis to ascertain plan preparation and required permit submittal documents.

For more information, please contact the Mammoth Lakes Building Division. Building Division staff may be contacted at the contact information provided at the top of this document or at: (760) 965-3635, or [tperry@townofmammothlakes.ca.gov](mailto:tperry@townofmammothlakes.ca.gov).

