



City of Lompoc
Building & Safety Services Section
100 Civic Center Plaza
Lompoc, CA 93436
Phone: 805-875-8220
Fax: 805-875-8198



RESIDENTIAL BUILDING PLANS SUBMITTAL REQUIREMENTS

A. APPLICATION PROCESS

A building permit application must be completed and a plan check fee must be paid at the time of submission. Each sheet of the plans and calculations must be signed by the architect or design professional as needed. Incomplete or inaccurate information may result in rejection or a delay in processing.

Upon submittal of your plans to the Building & Safety Services Section, plans may be routed to the following departments for plan review: Planning, Public Works, Fire Safety Division, etc.

You may call the Building & Safety Services Section at (805)875-8220 regarding your plan check status. Once comments are received from all reviewing departments, the Building & Safety Services Section will contact you and provide those comments to you for corrections. However, you may contact the reviewing department directly if you have any questions regarding their specific comments.

B. REQUIRED PERMITS

The best way to determine if a proposed project requires a permit is to contact the Building & Safety Services Section at (805)875-8220.

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure in the City of Lompoc, or cause the same to be done, without first obtaining a separate building permit for each such building or structure. Section R105.1 CRC.

Please note that most permitted work will require clearances and or approvals from other Departments and or Agencies. Planning Approval does not constitute full approval of any construction project.

1. Building Permits are required for (but are not limited to) the following:
Additions, alterations, accessory buildings where the floor area exceeds 120 square feet, carports, detached garages, patio covers, retaining walls, swimming pools, portable spas if not plug-connected, attached decks and detached decks that are more than 200 sf and more than 30" in height above grade at any point, and fences over 6 feet in height.

2. Electrical Permits are required for (but not limited to) the following:
 - a. New electrical work.
 - b. Additions and alterations to existing wiring.
 - c. Equipment installations requiring special connection.
 - d. Electric signs.
 - e. Power poles.
3. Plumbing and Mechanical Permits are required for (but not limited to) the following:
 - a. New plumbing and mechanical installations.
 - b. Repairs and replacement of heating appliances and water heaters.
 - c. Removal and replacement of defective waste or vent pipes or any repairs requiring the rearrangement of valves, pipes or fixtures in the water or gas system.
 - d. Installation of lawn sprinkler valves and water softeners.
4. Demolition permits are required for ALL STRUCTURES that are to be demolished. A Santa Barbara County Air Quality Management District permit will be required prior to the issuance of a Building Division demolition permit. For applications and filing requirements please contact:

Santa Barbara County Air Pollution Control District
Phone: (805)961-8800 Email: engr@sbcapcd.org

C. PLAN REQUIREMENTS

Each application for a Building Permit shall include a completed Permit Application form and plans and specifications as follows:

- 1. Single/Multiple Family Dwellings and Residential Additions**
 - a. 3 Complete Sets of Plans (*stamped and signed by an architect or design professional, digital signatures acceptable when required*)
 - b. 2 Sets of Energy Calculations (Title 24) as needed
 - c. 2 Sets of Structural Calculations when needed or required
 - d. 2 Geotechnical Reports when needed or required
 - e. 2 Sets of Truss Calculations (if applicable)
 - f. 2 sets of any other documentation presented as part of construction documents.
- 2. Residential Remodels**
 - a. 3 Complete Sets of Plans
 - b. 2 Sets of Energy Calculations (Title 24) as needed.
 - c. 2 Sets of Structural Calculations (if applicable)
 - d. 2 sets of any other documentation presented as part of construction documents.
- 3. Residential Master Plans (applicable for Tract Homes)**
 - a. 3 Complete Sets of Plans (*stamped and signed by an architect or design professional, digital signatures acceptable*)
 - b. 2 Sets of Energy Calculations (Title 24)

- c. 2 Sets of Structural Calculations
- d. 2 Geotechnical Reports
- e. 2 Sets of Truss Calculations (if applicable)
- f. 2 sets of any other documentation presented as part of construction documents.

Plans and specifications shall be drawn to scale and printed on a minimum of 24" X 36" paper and 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 all relevant codes, laws, ordinances, rules and regulations. There may be some minor projects which could be submitted on 11" X 17", please verify at the counter for size on a "case by case" basis.

1. Plans shall include:
 - a. Owner's name and address
 - b. Name, address, phone number and email address of person who prepared the plans (with signature)
 - c. Assessor's parcel number (APN)
 - d. Lot, block and tract numbers
 - e. Site map
 - f. Location of all utilities and easements
 - g. Square footages divided into areas of dwelling and garage
 - h. Location on lot
 - i. Occupancy group and type of construction
 - j. Accurate contours and details of terrain and drainage (if applicable)
2. Information that must be shown for all new construction (if applicable) includes:
 - a. The material, size and arrangement of the foundation
 - b. Fireplace and chimney details
 - c. A floor plan showing room size
 - e. Location of electrical and plumbing fixtures and heating equipment
 - f. Energy schedule (Title 24)
 - g. Exterior elevations showing roof pitch, style and material
 - h. Balconies
 - i. Framing details of the structure such as size and grade of framing material, windows and any other information which may be required to provide sufficient data to show compliance with all codes applicable to the structure.
3. The "plans" to be provided for the typical addition are:
 - a. Site plan (see last page of handout), or plot plan.
 - b. Floor plan
 - c. Framing plan
 - d. Foundation plan
 - e. Building sections, architectural, structural
 - f. Related detailing as needed.
 - g. Exterior building elevations, existing and proposed
 - h. Electrical plans, showing all new electrical work abs location of existing main service

- i. Plumbing plans, showing all new plumbing, size, slope and cleanouts.
 - j. Mechanical plans, showing location of any new registries and location of existing HVAC
4. Grading plans are required to comply with the CALIFORNIA BUILDING CODE, CURRENT EDITION, APPENDIX J.

Deferred submittals may be subject to additional plan review fees. Residential plan review checklists are available upon request.

D. APPLICABLE CODES

Building Codes can be viewed and researched on line at: www.cbcs.gov

1. California Building Code, Current Edition. Please note that most residential projects will fall under the requirements of the CA Residential Code. Section R101.2 CRC.
2. California Plumbing Code, Current Edition
3. California Mechanical Code, Current Edition
4. California Electrical Code, Current Edition
5. California Fire Code, Current Edition
6. California Energy Code, Current Edition
7. California Residential Code, Current Edition
8. California Green Building Standards, Current Edition

E. FEES

Fees which must be paid prior to the issuance of permit may include but are not limited to:

1. Building Permit Fees: For a fee schedule or building valuation data sheet please call the Building & Safety Services Section at (805)875-8220.
2. Other Fees:
 - a. School District Fees: Call Lompoc Unified School District at (805)742-3200.
Residential projects:
 - i. All new construction (conditioned living space only)
 - ii. Additions in excess of 500 square feet
 - b. **Public Works Fees:** Call the Public Works Department at (805)875-8269 for impact fees, water meter hook-up fees, encroachment permit fees, etc.
 - c. Fire Sprinklers and Fire Alarm Permit Fees: Call the Building & Safety Services Section at (805)875-8220.
 - d. Planning Division Fees: Call Planning Division at (805)875-8213.

F. SPECIAL HOMEOWNER PERMITS

The homeowner may obtain building, electrical, mechanical and plumbing permits for single family residences only, provided that the owner resides or intends to reside in the dwelling, and that the owner shall not allow any such work to be done except personally or by a member of his immediate family.

OWNER-BUILDER

If you plan to improve your property and employ persons other than your immediate family, the following information will be of benefit to you. State and Federal laws require that you:

1. Register with the State and Federal Governments as an employer.
2. Withhold and remit income tax for each employee.
3. Pay Social Security costs on each employee.
4. Withhold and remit Social Security costs for each employee.
5. Pay compensation insurance costs on each employee.
6. Withhold and remit Disability Insurance costs for each employee.
7. Pay Unemployment Insurance costs on each employee.

You may construct improvements for sale only under specific, limited conditions. You may construct improvements for rental-occupancy only under specific limited conditions.

You may have portions of the construction built by a licensed contractor.

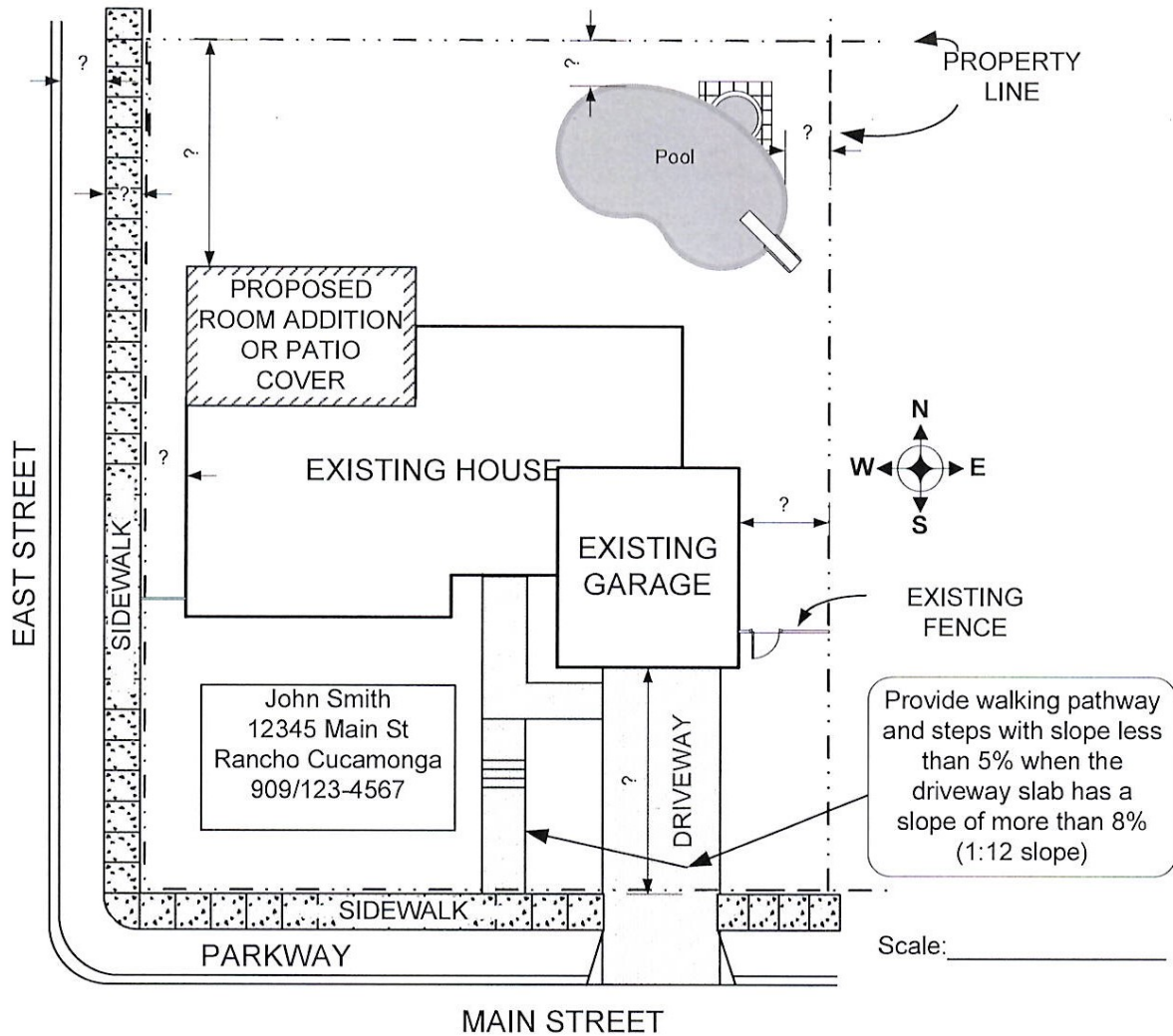
A business license must be issued by the City of Lompoc to each subcontractor, general contractor or supplier. Contact the Finance Department at (805)875-8241.

You may receive Information about lien laws and other construction matters by contacting the Contractors State License Board at (800)321-2752 or www.cslb.ca.gov.

If this Guide does not answer your questions, you may contact the Building & Safety Services Section for additional information. Office hours are from 9 am to 5 pm., Monday through Friday. Phone: (805)875-8220, Fax: (805)875-8198.

SAMPLE SITE PLAN

(Not to be used for actual drawings)



Please provide and observe the following:

1. Minimum 11" x 17" sheet size. Fill sheet with site plan and do not use paper edge for property lines.
2. Show north arrow.
3. Show all dimensions and locations for property lines & setbacks. (Include lot size)
4. Show all streets, alleys, sidewalks, etc... with dimensions.
5. Show all buildings, carports, pools, walls, patio covers, fences, slopes, etc.
6. Clearly show all proposed and existing construction with complete dimensions.
7. Indicate the owners name, address, phone number, APN, and legal description of the lot.
8. Plans are to be drawn neatly and must be legible.
9. Three sets of plans (minimum) are required for all building permits.
10. Indicate all easement locations (refer to your title report for this information).
11. Indicate location of pedestrian walkway from the house to the public right of way. (See note above)

Note: All dimensions shown on this sample plan are for reference only. Your site plan must show the actual dimensions for the lot located at the address referenced. Be sure to include all setback dimensions.