

Downtown Single-Family Dwellings In-Fill Lots Procedure

September 9, 2020

Background

- ▶ The City has been taking measures to streamline the permitting process for Single-Family residential dwelling units.
- ▶ In 2019, Title 17 of the Municipal Code was amended to exempt Single-Family dwellings on existing lots to make them exempt from the Minor Design Review Process.
- ▶ Single-Family in-fill projects are now:
 - ▶ No longer subject to discretionary review
 - ▶ Reviewed by staff to ensure consistency with the existing zoning
 - ▶ Subject to the permit plan check process only
- ▶ Benefits to applicants:
 - ▶ Reduces application processing time by 3-4 months
 - ▶ Application no longer subject to the Minor Design Review fee of \$4,523
- ▶ The City and EVMWD have been collaborating to further streamline the process for applicants.

Purpose of the SFD Package

- ▶ City and EVMWD staff have prepared a “Building Permit Process for Single-Family Dwellings” guidance document.
- ▶ The document will:
 - ▶ Help customers better understand the permit process by summarizing the basic steps.
 - ▶ Provide customers easily accessible information.
 - ▶ Handout will be available at City Hall and the City Website
 - ▶ Reduce processing time by:
 - ▶ Clearly Identifying Responsible Departments and Agencies
 - ▶ Providing Required Application and Permit Types
 - ▶ Summarizing the Fees
 - ▶ Providing a step by step process (from Due-diligence to Occupancy permit)
 - ▶ Providing a New Sewer Lateral Application

Highlights




BUILDING PERMIT PROCESS FOR SINGLE-FAMILY DWELLINGS

The purpose of this guidance document is to help customers better understand the permit process by summarizing the basic steps. This document is intended as a guide only. Forms referenced in this document contain supplemental information and are available on the City and EVMWD website.

<p>The City approval process may be started online: http://www.lake-elsinore.org/city-services/online-services/citi-en-self-service-portal or in-person at: City of Lake Elsinore, City Hall 130 South Main Street Lake Elsinore, CA 92530 Office Hours: 8:00 AM – 5:00 PM Mon. – Thurs. 8:00 AM – 4:00 PM Fri. Tel: (951) 674-3124</p>	<p>The EVMWD approval process may be started online: https://www.evmwd.com/about/departments/engineering/new_development/default.asp or in-person at: EVMWD 31315 Chaney Street Lake Elsinore, CA 92530 Office Hours: 7:30 AM – 5:30 PM Mon. -Thurs. 7:30 AM – 4:30 PM Fri. Tel: (951) 674-3146 x 6705</p>
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BUILDING PERMITS ARE REQUIRED BY LAW

Building permits are required by California law and the Lake Elsinore Municipal Code to ensure public health, safety and general welfare and to protect life and property. A permit is required to construct, enlarge, alter, convert (including change of occupancy, use, or character), repair, move, or demolish a structure. Permits are also required for grading, street improvements, plumbing, electrical, and mechanical work. Permits must be obtained prior to construction.

In accordance with the provisions of the California Business and Professions Code, the plans for all buildings and structures shall be prepared and each sheet shall be signed by a person licensed by the State of California as a civil engineer, structural engineer, or architect.

PERMIT, IMPACT & AGENCY FEES

Building plan check and permit fees are calculated based on the International Code Council (ICC) Building Valuation Table Data. Fees vary depending on the nature and scope of the project.

Engineering Department plan check and permit fees are based on the City Council approved Engineering Department Fee Schedule. Fees vary based on the type of submittals. Submittal types include, plan sets (grading, drainage, improvement), maps, right of way dedications, lot line adjustments, map corrections and parcel mergers

In addition to planning, building and engineering permit and plan check fees, most permits require other fees including development impact fees (traffic impact fees (TIF), park fees, fire facilities, etc.) and agency fees (school fees, sewer & water capacity fees, etc.) that must be collected prior to issuance. These impact and review fees can be a sizeable amount. An approximation of the fees is listed on **Attachment B**.

PROCESSING TIME

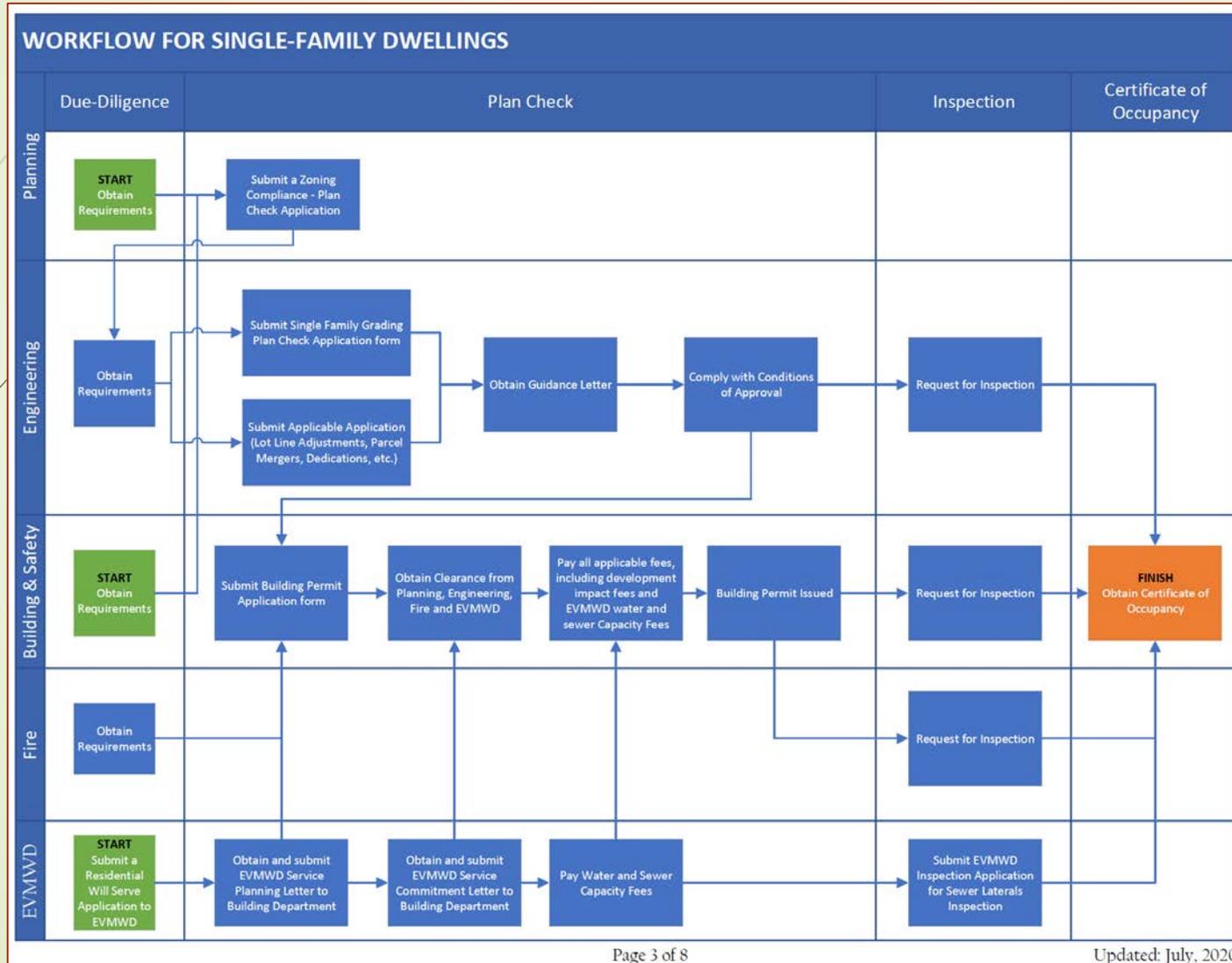
Plan Check Process	Two (2) weeks for the first submittal One (1) week for each resubmittal
Overall Processing Time	Six (6) months to one (1) year

(1) Overall processing time between initial submittal and permit issuance is often prolonged due to multiple re-check cycles.
 (2) About half of projects submitted require more than two plan check cycles. The best way to save time in the process is by submitting quality plans, thoroughly addressing all plan check correction items, and by returning plans for re-check in a timely manner.
 (3) All applicable applications are attached on **Attachment C**.

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- The package has all the necessary information such as:
 - Application Materials
 - Breakdown of Fees
 - Step by step guideline of the permitting process:
 - Workflow
 - Basic Process Steps
 - Detailed Process Steps

Workflow



Process Steps – Basic & Detailed

BASIC PROCESS STEPS FOR SINGLE-FAMILY DWELLINGS	
Due Diligence	Consult with Planning, Building & Safety, Fire, and Engineering Departments for requirements which may affect the proposed project. Submit a Residential Will Serve Application to EVMWD. Explore and estimate fee costs (See Attachment B for approximate Fees for Residential Construction).
Plan Check	Zoning Compliance <ul style="list-style-type: none"> Prepare preliminary site plan, grading plan, elevations, floor plans, and landscape and wall and fence plans. Submit a Zoning Compliance - Plan Check application to Planning
	Grading Plans: <ul style="list-style-type: none"> Submit Grading/Drainage Plans, application forms, and any additional documents for Engineering Department plan check using the correct Application (Lot Line Adjustments, Parcel Mergers, Dedications, etc.). Complete a Single Family Grading Plan Check Application form.
Grading Plans	Building Plans <ul style="list-style-type: none"> Complete a Building Permit Application form Prepare three (3) complete sets of building plans and two (2) sets of supporting documents (including structural calculations, truss drawings, energy (See Submittal Information and Requirements for Single Family Dwellings). Submit EVMWD Service Planning Letter.
	Guidance Letter – Obtain guidance letter upon grading or improvement plan check approval than lists the process, fees and providing the forms and invoice(s) required for permit issuance (Grading or Encroachment). Conditions of Approval – Comply with Engineering Department Conditions of approval when due in the process. Inspection – Schedule a preconstruction meeting with assigned Engineering Department Inspector.
Building Plans	Clearances: <ul style="list-style-type: none"> Obtain clearances Planning, Engineering, and Fire Departments. Obtain other required clearances as specified by the conditions of approval. Submit EVMWD Service Commitment Letter.
	Fees: <ul style="list-style-type: none"> Pay all applicable fees, including development impact fees. Pay EVMWD water and sewer capacity fees noted on the EVMWD Service Commitment Letter.
Inspections	Permit: <ul style="list-style-type: none"> Receive building permit, and stamped approved set of plans and supporting documents, and a Job Card.
	Commence construction and call for inspections. To request an inspection, call the Building Inspection Line at (951) 674-3124 Ext. 239. Submit EVMWD Inspection Application for Sewer Laterals (attached) to begin inspection of the sewer lateral installation.
Certificate of Occupancy	Complete and pass all required inspections (including final inspection) to obtain a Certificate of Occupancy.

ATTACHMENT A DETAILED PROCESS STEPS FOR SINGLE FAMILY RESIDENCES For most projects, the following steps must be completed before a Building Permit can be issued	
Step 7: 	Plan Check – Fees: <ul style="list-style-type: none"> Receive Engineering plan check fee invoice Receive Building plan check fee invoice. Pay plan check fees. Plan check will not begin until the balance is paid in full.
Step 8: 	Grading Plans – Review and Resubmittal: <ul style="list-style-type: none"> Grading, Drainage and Improvement Plans are reviewed for compliance with codes and ordinances and correction lists are generated by the Plan Checker. Other Engineering Department plan check submittals (dedications, lot line adjustments, etc.) are reviewed for compliance with Federal, State and Local codes and ordinances by the plan checker. Corrections are digitally sent within the review timeline to the project contact person on record. Resubmit corrected plans, requested documents, correction list(s) and response for recheck. Digital submittals and resubmittals are required by the Engineering Department.
Step 9: 	Grading Plans - Conditions of Approval and Plan Expiration: <ul style="list-style-type: none"> Engineering Department Conditions of approval shall be complied when due in the process, (ex. Dedication recorded prior to occupancy). A plan check is valid for one calendar year from the date the plans are submitted. If the plan check expires, the plans must be resubmitted and a new plan check fee paid. A plan check application is valid for one calendar year from the date the plans are submitted. If the plan check expires, the plans must be resubmitted and a new plan check fee paid.
Step 10: 	Grading Plans - Guidance Letter: <ul style="list-style-type: none"> Upon grading or improvement plan check approval, a guidance letter is issued listing the process, fees and providing the forms and invoice(s) required for permit issuance (Grading or Encroachment). Permit documents can be submitted online or in person. Upon other document plan check approval, responsible party shall be advised of next steps, (ex. provide signed original, record, etc.)
Step 11: 	Grading Plans – Inspection <ul style="list-style-type: none"> After all Permit documents are received and fees paid; the permit can be issued. Preconstruction meeting must be scheduled with assigned Engineering Department Inspector. Commence Construction. Projects must be constructed as shown on the approved plans. Any changes to the project must be submitted to City staff, reviewed, and approved before commencing work. Inspections will be delayed until the plan change process is complete.
Step 12: 	Building Plans – Review: <ul style="list-style-type: none"> Building Plans are reviewed for compliance with codes and ordinances and correction lists are generated by the following Departments (as required): <ul style="list-style-type: none"> Building & Safety Department Fire Marshal The project contact person on record will be notified when the plans have been reviewed and are ready to be picked up. Pick up plans and correction lists from the Building Division counter.

Fee Estimate

ATTACHMENT B APPROXIMATE FEES FOR RESIDENTIAL CONSTRUCTION

Applicants are required to pay the current fees posted in the [City](#) and [EVMWD](#) website. The fees noted in this attachment may change at any time.

PLANNING DIVISION		EVMWD WATER AND SEWER FEES AND DEPOSITS	
Zoning Compliance Plan Check	\$119.89	Water Capacity Fee (3/4' Meter) ⁽¹⁾	\$17,214
MSHCP Local Development Mitigation Fee (density less than 8 du/ac)	\$2,234.00	Sewer Capacity Fee (SFR) ⁽¹⁾	\$7,886
TOTAL	\$2,353.89	Inspection Deposit (Sewer Lateral Only)	\$1,500
		Total	\$26,600

(1) The fees are approximate for a single-family residence with garage.

- (1) The fees are effective July 1, 2020 to June 30, 2021.
 (2) Please note, other miscellaneous fees may apply, please contact EVMWD at 951-674-3146 x6705 for an official fee estimate.

Description	(50x100)	(60x100)	(65x110)
	5,000 s.f. Lot	6,000 s.f. Lot	7,200 s.f. Lot
Minor Design Review	\$800	\$800	\$800
Traffic Impact Fee	\$1,369	\$1,369	\$1,369
TUMF	\$8,873	\$8,873	\$8,873
Master Plan of Drainage	\$500	\$600	\$680
Grading Plan Check	\$500	\$500	\$500
Grading Permit	\$600	\$600	\$600
SUBTOTAL (ALL DEVELOPMENT REQUIRED TO PAY)⁽¹⁾	\$12,642	\$12,742	\$12,822
Street Improvement Plan Check	\$650	\$650	\$650
Encroachment Permit	\$850	\$850	\$850
TOTAL (IF CONSTRUCTING IMPROVEMENTS)⁽¹⁾	\$14,142	\$14,242	\$14,322
Administrative Fee	\$100	\$100	\$100
Linear Foot Fee	\$10,000	\$12,000	\$13,000
Driveway Approach	\$1,000	\$1,000	\$1,000
TOTAL (IF PAYING IN-LIEU FEES)	\$25,242	\$27,342	\$28,422

- (1) The In-Lieu Fee for public improvements is only applicable within certain areas of the City. Each project will be conditioned to either construct public Improvements or pay the In-lieu fee. Actual In-Lieu Fees shall be based on the Developer Engineers' Cost Estimate and approved by the City Engineer.

Description	BUILDING DIVISION/DEVELOPER FEES						
	Manuf. SFR in SFD ⁽¹⁾	1,000 s.f. w/ 400 s.f.	1,200 s.f. w/ 400 s.f.	1,500 s.f. w/ 420 s.f.	1,800 s.f. w/ 600 s.f.	2,000 s.f. w/ 600 s.f.	2,500 s.f. w/ 600 s.f.
Structural Plan Check	\$169	\$820.00	\$921.00	\$1,062.00	\$1,155	\$1,233.00	\$1,554
Planning Review Fee	\$45	\$221	\$245	\$283	\$308	\$323	\$414
Building Permit Fee	\$225	\$1,105	\$1,227	\$1,416	\$1,540	\$1,643	\$2,072
Electrical Permit	\$67	\$130	\$137	\$150	\$175	\$180	\$195
Plumbing Permit	\$90	\$165	\$175	\$190	\$195	\$195	\$200
Mechanical Permit	\$ -	\$70	\$75	\$80	\$80	\$80	\$80
Seismic Fee	\$ -	\$17	\$20	\$24	\$30	\$33	\$40
City Hall/Public Works	\$809	\$809	\$809	\$809	\$809	\$809	\$809
Community Center	\$545	\$545	\$545	\$545	\$545	\$545	\$545
Marina Facility	\$779	\$779	\$779	\$779	\$779	\$779	\$779
Animal Shelter	\$348	\$348	\$348	\$348	\$348	\$348	\$348
Library Fee	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Fire Facility Fee	\$751	\$751	\$751	\$751	\$751	\$751	\$751
Park-In-lieu fee	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
Affordable Housing	\$2,880	\$2,000	\$2,400	\$3,000	\$3,600	\$4,000	\$5,000
TOTAL	\$8,458	\$9,519	\$10,182	\$11,187	\$12,065	\$12,669	\$14,537

- (1) 1,440 s.f. Manufactured Home and a 400 s.f. garage in a Residential District.
 (2) All Residential Development shall pay \$3.79 per square foot of habitable space as determined by the Building Department. A copy of your application with the proper square footage is required before going to the school district at: LEUSD, 545 Chaney Street, Lake Elsinore, CA 92530, (951) 674-7731, ext. 294.

EVMWD Efficiencies

EVMWD
Elsinore Valley Municipal Water District

Work Order # _____

INSPECTION APPLICATION FOR SEWER LATERAL

PROJECT INFORMATION	
*Project Name:	
*Project Location:	
*Project APN:	

CONTACT INFORMATION	
CONTRACTOR	OWNER/DEVELOPER
*Company Name:	*Company Name:
*Address:	*Address:
*City, State, Zip:	*City, State, Zip:
*Contact Name:	*Contact Name:
*Office Phone:	*Office Phone:
*Cell Phone:	*Cell Phone:
*Email:	*Email:

REQUIRED DOCUMENTS	
<input type="checkbox"/>	1) *Payment Receipt of the Service Commitment Letter (SCL) that includes the Water and/or Sewer Capacity Fees a) This SCL is provided by submitting a Residential Will Serve Application b) SCL No. _____ (Noted on the top right corner of the SCL)
<input type="checkbox"/>	2) *Work Order Request Form/Responsible Party Form (Attached)
<input type="checkbox"/>	3) *Signed Construction Contract between the Owner/Developer and Contractor for the sewer lateral work.
<input type="checkbox"/>	4) *Inspection Deposit in the amount of \$1,500.00 by the following two methods a) Credit Card Form (Attached), or b) Check payable to EVMWD in person or mail at ATTN: Engineering, 31315 Chaney Street, Lake Elsinore, CA 92530
<input type="checkbox"/>	5) *Contractor and/or Sub-Contractor California Contract License from www.cslb.ca.gov a) California Contract License Type: <input type="checkbox"/> A, <input type="checkbox"/> C-34 or <input type="checkbox"/> C-42 b) California Contract License No: _____
<input type="checkbox"/>	6) *Certificate of Liability Insurance from Insurance Provider a) Workers Compensation Insurance Expiration Date: _____ b) Liability Insurance Expiration Date: _____ c) General Liability Expiration Date: _____ d) Automobile Liability Expiration Date: _____ e) The attached Insurance Certificate Sample shall be provided to the insurance provider as an example
<input type="checkbox"/>	7) *Emergency Contact Information Form (Attached)
<input type="checkbox"/>	8) Copy of Reference Permit/Plans (Applicable for New Construction) a) Building Permit, Building Plans, Grading Plans, Street Improvement Plans

MATERIAL SELECTION (SELECT ONE MANUFACTURE FOR EACH ITEM)		
ITEM	DESCRIPTION	MANUFACTURE
*Pipe	4" PVC SDR 35, ASTM D 3034	<input type="checkbox"/> Vinyltech <input type="checkbox"/> Lamson Vylon <input type="checkbox"/> North American Pipe
*Bend and Wye Fitting	4" Wye and Bend Fittings	<input type="checkbox"/> Certainteed <input type="checkbox"/> Inserta Tee <input type="checkbox"/> J-M Pipe
*Saddle	4" Saddle	<input type="checkbox"/> Certainteed <input type="checkbox"/> Inserta Tee (10" and Above) <input type="checkbox"/> J-M Pipe

F:\ENGIN\Mayra Cabrera\Applications\Inspection Application for Sewer Lateral\Inspection_Application_Sewer_Lateral-07-06-20.docx Page 1 of 2
Updated: July, 2020

- New Sewer Lateral Application
- Material Selection in lieu of Material Submittals
 - Eliminates Material Review Process
 - 2 Month Time Reduction
- 90% of Downtown SFR lots have water and sewer mains fronting their property and will benefit of this expedited application
- EVMWD Installs Water Service

Questions?