
BUILDING & SAFETY DIVISION POLICIES & PROCEDURES

Policy No. PP-8 Foundation Only Permits

Purpose:

To establish a policy and procedure for processing foundation only permits.

Background:

Section 106.3.3 of Appendix 1 of the 2007 California Building Code allows the Building Official to issue a permit for the construction of part of a building before the entire plans are approved. This section states that the holder of such a permit shall proceed at his/her own risk without assurance that the permit for the entire building will be granted.

With the increasing cost of financing, there is a growing need for allowing this procedure when there is a justified holdup of the issuance of the entire permit. Often, the holdup is for a reason beyond the control of the applicant.

Policy:

To qualify for a foundation only permit, the applicant must have also submitted appropriate plans for review. Foundation only permits allowing underground site work, including underground electrical, plumbing, and mechanical and the placement of concrete foundations and on-grade slabs, may be issued for commercial projects subject to the approval of the Chief Building Official, Senior Engineer, Supervisor or a Structural Inspector who processes permits when it has been demonstrated that there is a justifiable reason. Issuance of a foundation only permit will require the payment of an additional plan review fee equal to 4 percent of the total permit fee (\$100 minimum).

Procedure:

1. The applicant processes a permit application (RCB0802) through Public Works and the Planning Department to provide verification that they approve issuance of a foundation only permit.
2. The applicant then submits the application to Building & Safety for clearance from the Chief Building Official, a Senior Engineer, a Supervisor, or a Structural Inspector who processes permits to issue a foundation only permit.
3. Upon approval, the owner and contractor complete the Foundation Only Permit Declaration (RCB0908).
4. The applicant provides two additional sets of appropriate plan sheets required for the foundation only permit. The plans shall show clearly the limits of the work.
5. The separate Foundation Only permit application (RCB0802) will be processed and a permit fee will be charged at the rate of 60 percent of the total permit fee (which amount will be credited to the total permit fee when issued) plus the additional plan review fee. All development fees shall be collected with the foundation only permit. School fee verification may be done when the total permit is issued.
6. The foundation only permit, inspection card, and folder are to be marked "Foundation Only" at the time of permit issuance.

Cyrus Abhar
Chief Building Official, City of Rancho Cordova