

Partial Permits for Tenant Improvements or Alterations

Purpose:

To establish a procedure for issuing Partial Permits for tenant improvements or alterations.

Background:

Section 107.3.3 of the 2013 California Building Code states the Building Official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

Policy:

Issuance

At the discretion of the Chief Building Official or his or her designee, a Partial Permit may be issued to allow construction to begin before the project plans are approved. To qualify for a Partial Permit, the applicant must have also submitted appropriate plans for review. Partial Permit applicants shall submit two extra copies of the floor plan, site plan, and underground plumbing or electrical work at minimum. The plans for underground plumbing or electrical must be approved prior to issuing the Partial Permit.

Work Authorized

Work authorized by the Partial Permit shall be done at the risk of the owner /applicant and shall be limited to plumbing and electrical groundwork, approved framing, rough trades and all other work that can be left exposed. It will not be allowable to cover any work without the prior approval of the Building Inspector and / or the Chief Building Official.

Fees

The fees for a Partial Permit are based on the cost recovery of staff time required to process and inspect the Partial Permit. The cost recovery will consist of ½ hour time for administrative work (issuing the permit, filing and other administrative tasks), charged at the hourly rate of a Building Permit Technician II; ½ hour of plan review time charged at the hourly rate of a Building Inspector II; 1 ½ hours of inspection time, charged at the hourly rate of a Building Inspector II. Currently the fees are as follows:

Work Type and Position	Hourly Rate	Fee
Administrative work: ½ Hour of Building Permit Technician II	\$104.96	\$52.48
Plan Review: ½ Hour of Plan Review time (Building Inspector II rate):	\$148.41	\$74.21
Field Inspection: 1 ½ Hours Building Inspector II time:	\$148.41	\$222.62
	Fee Sub-Total:	\$349.31
	Total Partial Permit Fee (rounded):	\$350.00

The \$350.00 Total Partial Permit Fee will be broken down as such on the permit:

- Partial Permit Fee (60% of Total Permit Fee): **\$210.00**
- Partial Permit Plan Review Fee (40% of Total Permit Fee): **\$140.00**

There is no Zone Check Fee for a Partial Permit, as the Zoning is checked on the complete permit.

The Partial Permit Fee is to recover costs associated with issuance of a Partial Permit, and will not be applied as credit to the total permit fee.

Inspections

Inspections shall be limited to ground plumbing, and ground electrical inspections only, unless approved by the Chief Building Official and/or the Principal Building Inspector.

Procedure:

1. To receive a Partial Permit, a full Tenant Improvement permit must be submitted. The permit applicant must provide two permit applications (one each for the full and Partial Permit) and two separate sets of plans, minimally consisting of a floor plan, site plan, and underground plumbing or electrical work for the Partial Permit (in addition to the three full sets for plan review submittal). Two copies of full sets of plans will also be acceptable.
2. The owner/lessee and the contractor shall complete a Partial Permit Declaration (RCB1210) for review and approval.
3. Obtain Building & Safety, Metro Fire, Public Works, Planning Department, and other agency approvals, as applicable.
4. When underground plumbing or electrical work is to be performed with the Partial Permit, plans must be reviewed and approved before issuance of the Partial Permit.



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