

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION**

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Partial Permits for Tenant Improvements or Alterations Policy

Purpose:

To establish a procedure for issuing Partial Permits for Tenant Improvements or alterations.

Background:

The California Building Code allows the Building Official to issue a “phased” approval of 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. The holder of such permit shall proceed at the holder’s own risk and without assurance that a permit for the entire structure will be granted.

Policy:

Issuance

At the discretion of the Building Official or his or her designee, a Partial Permit may be issued to allow construction to begin before the Tenant Improvement project plans are fully approved.

To qualify for a Partial Permit, the applicant must have previously submitted appropriate plans for full review of the Tenant Improvement project. Partial Permit applicants shall submit two extra copies of the floor plan, site plan, and underground plumbing or electrical work at minimum, with a cover sheet. The plans must be reviewed and the signed Partial Permit Declaration (RCB1210) submitted prior to issuing the Partial Permit.

Work Authorized and Inspections

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, non-structural framing, rough trades and all other reviewed 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 Building Official.

No work where review of plans and/or calculations completed by a registered design professional is necessary will be allowed with a Partial Permit.

Inspections will be limited to the following (Inspection request code in parenthesis):

- Under floor plumbing (356)
- Underground conduit (233)
- Rough electric (223)
- Rough framing (129)
- Insulation (at Inspector’s direction only) (115)

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), ½ hour of plan review time, 1 ½ hours of inspection time, based on the currently charged labor rates. Currently, the fee is **\$350**.

There is no Zone Check Fee for a Partial Permit, as the Zoning is checked on the complete permit. The Planning Division must approve of the Zoning on the full Tenant Improvement permit **prior** to issuance of the Partial Permit.

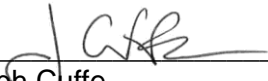
The Partial Permit Fee is intended to recover costs associated with issuance and inspection of a Partial Permit and **will not** be applied as credit to the total permit fee.

Violations

Any work that exceeds the scope of the Partial Permit, and not expressly allowed by the Building Inspector or Building Official, will be considered a Violation, and may be assessed Violations fees as appropriate per ordinance. A Notice of Violation and Order to Stop Work will be issued, and work at the job site will not be allowed to continue until issuance of the full permit.

Procedure:

1. To receive a Partial Permit, a full Tenant Improvement permit must first be submitted. The permit applicant must provide a separate permit application for the 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 submitted for review of the Tenant Improvement).
2. The owner/lessee and the contractor shall complete a Partial Permit Declaration (RCB1210) for review and approval.
3. Building & Safety Division and Planning Division approval is required. Sac Metro Fire, City Public Works Department, and other agency approvals may also be required prior to issuance of the Partial Permit.
4. When underground plumbing or electrical work is to be performed with the Partial Permit, electrical and plumbing plans must be reviewed and approved before issuance of the Partial Permit.



Joseph Cuffe
Building Official, City of Rancho Cordova