



THE CITY OF JACKSON BUILDING DEPARTMENT HOURS ARE AS FOLLOWS:

MONDAY THRU FRIDAY 8:30 A.M. – 5:00 P.M.

THE INSPECTORS ARE AVAILABLE FOR QUESTIONS AND ANSWERS

9:00 A.M. & 3:30 P.M. DAILY

INSPECTIONS ARE AVAILABLE MONDAYS thru FRIDAYS

9:30 A.M. – 11:30 A.M. & 1:00 P.M. – 4:00 P.M. 24 HOUR NOTICE REQUIRED

OTHER ARRANGEMENTS MAY BE MADE A MINIMUM OF ONE WORKING DAYS PRIOR TO APPOINTMENT.

THE FOLLOWING INFORMATION IS PROVIDED TO DESCRIBE THE PROCESS TO OBTAIN A BUILDING PERMIT FOR NEW CONSTRUCTION IN THE CITY OF JACKSON.

1. The application for a Building Permit shall contain the following:
 - a. Two copies of complete construction documents (i.e. plans, specifications, calculations on all engineered members, trusses, glu-lam beams, floor trusses etc., energy compliance documents) An extra copy of the Floor Plan (Assessor) & Site Plan (File) shall be provided. Commercial projects shall provide a third set of plans for Amador Fire Protection review & approval. (fees for AFPD to be paid prior to final)
 - b. California Business and Professions Code requires that all structures in other than R3 (dwellings) or U (garage and agricultural) occupancy groups, shall be designed by a California licensed Engineer or Architect and be wet signed by the appropriate authors.
 - c. Unlicensed persons may design occupancy group R3 and U depending on size and construction method used. A Single Family Dwelling of wood framing “conventional construction” (as covered by Chapter 23 of the U.B.C.), not more than two stories and a basement in height, may be designed by unlicensed persons.
 - d. All steel framed masonry buildings or masonry walls over 4’ in height (measured from bottom of footing to top of wall) must be designed by a licensed Architect or Engineer.
 - e. The application and construction documents will be reviewed, approved and a BUILDING PERMIT issued prior to construction.
 - f. **DETACHED STRUCTURES REQUIRE SEPARATE PERMITS!**

2. The following design information should be useful in the preparation of construction documents:

a. All construction shall comply with the minimum requirements of the following codes effective January 01, 2008:

- 2007 California Building Code (CBC)
- 2007 California Plumbing Code (CPC)
- 2007 California Mechanical Code (CMC)
- 2007 California Administration Code (CAC)
- 2007 California Housing Code (CHC)
- 2006 Uniform Swimming Pool and Spa Code
- 1997 Uniform Code for the Abatement of Dangerous Buildings (UCADB)
- 2007 California Electrical Code (CEC)
- 1997 Uniform Housing Code (UHC)
- 2006 International Property Maintenance Code (IPMC)
- 2007 California Historical Building Code (CHBC)
- 2007 California Fire Code (CFC)
- 2007 California Referenced Standards Code (CRSC)
- 1997 Uniform Building Security Code (UBSC)
- State Building Code (Title 24)
- Other prevailing City Ordinances and State Laws

b. Design requirements shall apply as follows:

1. Minimum soil bearing pressure of 1,500 psf without analysis.
2. The “basic wind speed” established in Chapter 16, Volume 2 of the UBC is 85 mph with exposure “B” without analysis.
3. The City of Jackson is in “Seismic Zone D”
4. Roof systems to be designed with 20 psf snow load.

c. Minimum setbacks are as follows: (verify each project with planning)

1. 25’ front yard, 5’ side yard, 10’ rear yard, for R1 lots. * Corner lots require 15’ side yard
2. 20’ front yard, 5’ side yard, 10’ rear yard, for R-2 lots. * Corner lots require 15’ side yard
3. 15’ front yard, 5’ side yard, 10’ rear yard, for R3 lots. * Corner lots require 15’ side yard
4. 10’ front yard, 5’ side yard, 10’ rear yard, for R4 lots. * Corner lots require 15’ side yard.
5. 0’ front yard, 0’ side yard, 10’ rear yard, for C1 lots, unless used as residential at which time it must meet the above criteria. Maximum height of four (4) stories or fifty (50) feet.
6. 0’ front yard, 0’ side yard, 10’ rear yard, for C2 lots, unless used as residential at which time it must meet the above criteria. Maximum height of six (6) stories or seventy five (75) feet.

The following Subdivisions have setbacks other than those described above and are as follows:

- A. Terrace View – Front yard, 18’ minimum from back of sidewalk
- B. Westview – Front yard, 20’ minimum from back of sidewalk, Rear Yard, 20’ average.
- C. Sierra View Estates – Front yard, 20’ minimum, Rear yard, 20’ minimum.
- D. Artesia Court – Rear yard, 20’ minimum.
- E. Peek Hill Estates – Front yard, 20’ minimum, 20’ Rear yard minimum.
- F. Old Mine Estates – Front yard, 20’

3. The following minimum information shall be clearly shown on the construction documents for all projects. Commercial projects may require further information.

A. GENERAL SITE PLAN- All site plans submitted to the City for approval shall include the following information:

- Owner’s name, addresses, and telephone number.
- Name of individual responsible for plans, address and phone number.
- Project location, address and assessor’s parcel number.
- North arrow and scale.
- Grading plan – existing and finished grades and finished floor elevation. Note benchmark pertaining to site elevations, use NGVD> (national geodetic vertical datum)
- Water service and how and where to connect to main. Meter location and size. Developer to provide gate valve within 3’ of meter on customer side.
- Sewer lateral and how and where to connect to main, 3” diameter minimum.(clean out to be same size as downstream pipe. All per UPC specs)
- Drainage – indicate disposal to existing system per Appendix Chapter 33 of the Uniform Building Code)
- Legal access to public Right of Way.
- Detail of connection of driveway to City Street. Provide profile with grades.
- Fire hydrant(s) location as required.
- Vicinity map. (may be NTS, not to scale)
- All existing utility and storm drain mains as they pertain to this project.
- Plot plan of proposed and existing structures showing setbacks.
- Trash enclosure location. (screened) COMMERCIAL
- Parking plan. COMMERCIAL, R2, R3
- All existing easements of record.
- Parcel dimensions and legal authority for same, (record map #)
- Underground electric service when applicable. All new services to be underground.
- Landscape plan per Landscape Ordinance 569.

B. FLOOR PLAN

- At ¼” = 1’ scale clearly showing all interior and exterior framing dimensions.
- Indicate all rooms, door and window sizes, window types, plumbing fixtures, mechanical equipment and other features.
- Unless separate electrical and mechanical plan is provided, indicate all electrical receptacles and mechanical equipment layout.
- Indicate attic access and fire warning device location.

C. **FOUNDATION PLAN**

- Indicate exterior and interior dimensions, size and spacing of piers, girders, joists and underfloor access location.
- Show details of foundation footing, stemwall, reinforcement, pier and girder connections, girder pockets, UFER grounding if applicable, and any other items of construction importance.
- Indicate deck foundations.

D. **FRAMING AND SECTION DETAILS**

- Indicate floor, ceiling and roof framing of joists, rafters, sheathing, underlayment, roofing materials and all beams and headers.
- Indicate all deck framing.
- Indicate sections through exterior walls of structure showing all construction from footings to the highest point of the finished roof. Where more than one type of wall or roof system is used, show each type.
- Indicate sections through any portion where various levels occur and through stairs, including vertical dimensions.
- If roof trusses, glu-lams, mini-lams, floor trusses, girder trusses, etc. are to be used, submit engineering.
- Provide framing details of all-important structural connections including deck connections.

E. **PLUMBING**

- If residential plumbing is to be installed by other than a licensed plumbing contractor, it may be required to indicate the size, location and connections of all drainage, waste, and hot and cold water distribution. The above information shall provide on all commercial projects.

F. **MECHANICAL**

- If residential mechanical is to be installed by other than a licensed mechanical contractor, it may be required to indicate the size, location and details of all mechanical distribution systems including clearances around mechanical equipment. The above information shall provide on all commercial projects

G. **ELECTRICAL**

- On residential projects the location of all receptacles, light switches and light outlets shall be identified. If the electrical is to be installed by someone other than a licensed electrical contractor, it may be required to indicate the circuitry, wire sizing and grounding. The above mentioned information shall be provided on all commercial projects.

H. **ELEVATIONS**

- Provide North, South, East and West elevations.
- Indicate heights from finished grade to roofline and between floor/ceilings, exterior finishes chimneys, overhangs and trim.

I. LANDSCAPE PLAN

- With the exception of Single Family Residential development, a landscape plan shall be provided in accordance with Section 17.31 of the City of Jackson Municipal Code and be submitted with the site plan.

NOTE: Drawings shall be clear and legible and shall be on drafting paper of adequate size

THE FOLLOWING DEPOSITS ARE REQUIRED AT THE TIME OF PLAN SUBMITTAL:

RESIDENTIAL PROJECTS

Single Family Dwelling	\$ 500.00
Garages	100.00
Decks	50.00
Additions & remodels	100.00

COMMERCIAL PROJECTS

General Construction	\$ 500.00
Tenant Improvements	250.00

These fees will be a deposit only, actual fees will be calculated during the plan check process, additional fees will be added, overages will be credited.

THE FOLLOWING SURITIES ARE REQUIRED PRIOR TO PERMIT ISSUANCE:

Grading Permits :	\$ 2,500.00 Minimum Bond for Erosion Control
Swimming Pool Permits:	\$ 5,000.00 Minimum Bond for Streets, Curb and Gutter

Bonds will be returned after final inspection is passed.