

BUILDING PERMIT AND PLAN CHECK FEES

At the time of application for a Building Permit, the Applicant must provide a Plan Check Deposit to the City. The Deposit is calculated based on the valuation of the building.

After the Plan Check is completed, the actual Plan Check Fee will be determined based on the amount of time required to complete the Plan Check and process the Building Permit by the Building Official. All time spent by the Plan Checker, Planner and Engineer, including time spent in meetings or on the phone with the applicant or their agent, will be charged to the Applicant as part of the Plan Check Fee. It is therefore in the best interest of the Applicant to make sure that the Building Plans and associated documents are clear, accurate, and complete.

In addition to the Plan Check Fee, the Applicant will be required to pay the Building Permit Fee, which is calculated by the Building Official based on the valuation of the building. Other charges, including sewer connection, drainage fees or school fees, may be added to the Total Fee as applicable. All fees will be required to be paid by the Applicant before the Building Permit is issued.

I have read and understand the information presented above.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

CORRECTIONS: LETTER OF PERMISSION

By signing this letter of permission, you are authorizing the City of Ferndale Building Official to make minor corrections to your building plans.

X _____
(Authorization Signature) (Date)

NOTE: Corrections made to your plans by the Building Official will be made in “Red”. Modifications will not be made to any plans drawn by a Licensed Architect or Engineer.

REQUIREMENTS FOR BUILDING PERMIT APPLICANTS

Following is a brief list of requirements and notes associated with building permits. Please read and sign this now (when you pick up your building permit application).

1. Read all application instructions carefully. Feel free to ask any questions.
2. Fill out application completely and thoroughly. Provide all application submittal requirements.
3. The next three pages must be returned with three (3) sets of building plans and one extra set of the floor plan, along with the building permit and any other documentation, as listed on the attached construction plan checklist.
4. A building permit DEPOSIT will be required before your plans are reviewed.
5. All other costs associated with processing the permit are to be paid prior to the building permit being issued. Costs will vary depending on the project.
6. Other fees may include sewer fee of \$5180.16 (or as changed from time to time by City Council Resolution); drainage fees of \$1500 (or \$2500 if your lot was split prior to January 1994); and a plan check fee (depending on how many times our building official must review your plans), as well as a School Facilities Fee.

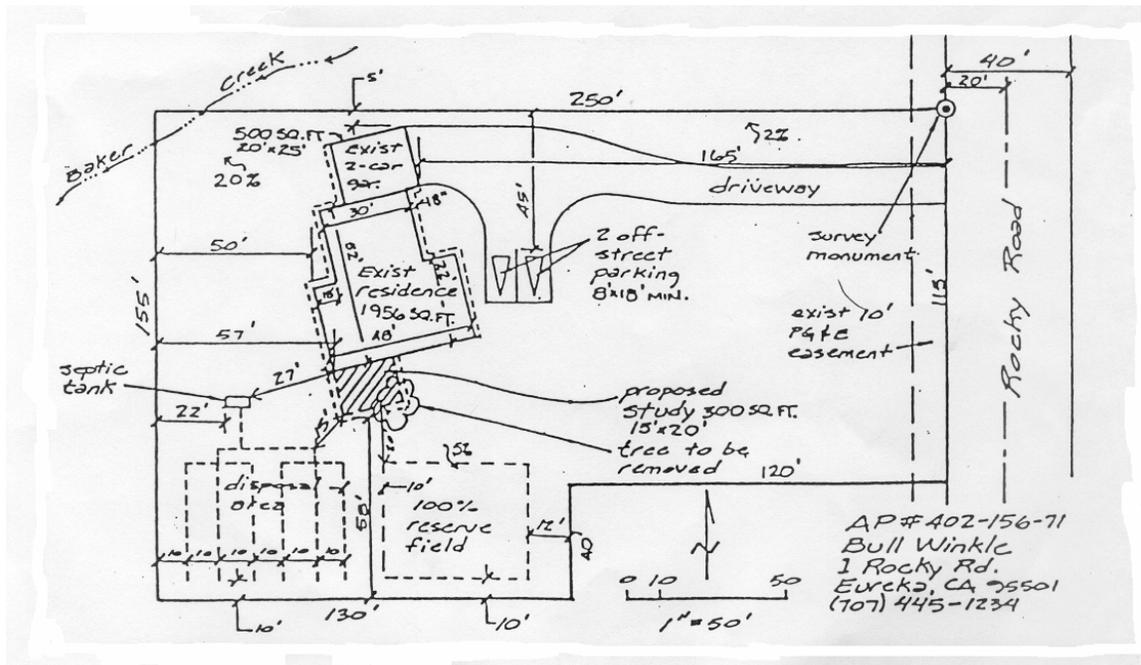
NOTE: If the application information is complete and includes all the required submittals, it will save you money in plan check fees.

X _____
Applicant’s Signature Date signed Application Log #

PLOT PLAN CHECKLIST

Plot plans shall be drawn in ink on paper no smaller than 8 1/2" x 11" and shall include, as appropriate, the information outlined on this checklist. Under unusual circumstances (i.e., odd-shaped lots, industrial or commercial developments, etc.) additional information may be required. Submit four (4) copies of the finished plot plan.

KEY INFORMATION	
	Assessor's Parcel Number, owner's name, address and phone number
	North arrow and scale of drawing
PLOT PLAN INFORMATION	
	Property lines and dimensions of property.
	Location of known survey monuments.
	Location and size (in square feet) of all existing and proposed buildings.
	Distance between all existing and proposed buildings.
	Use of all buildings (and indicate whether they are existing or proposed).
	Distance from property lines to all improvements shown on plot plan (setbacks).
	Name, widths, and location of centerline of abutting streets and access rights-of-way.
	Location of all known easements.
	Location of drainage courses, creeks, and direction of surface runoff.
	Location of all trees to be removed or affected by preparation of project site
	Location of on-site water source(s) and storage facilities.
	Location of driveway and improved off-street parking spaces, including garage.
	Direction and degree of slope, if known, in proposed building and grading areas.
	Show projections of porches, roof overhangs, and other architectural features extending from proposed buildings.



SIGNATURE

DATE

CONSTRUCTION PLAN CHECKLIST

In order to process your plan check as quickly as possible, it is important that you submit the following checklist with your plans to assure completeness. Place “NA” (not applicable) next to any items which do not apply. If you are not sure, please call City Hall at 786-4224.

Three (3) Sets of Construction Plans, except where noted, which include:

	Completed Building Permit Application Form, including contact person.
	Plot Plan (see attached). Show all utilities on Plot Plan
	Foundation Detail (as per City of Ferndale’s Standard)
	Foundation Plan
	Floor Plan (one extra floor plan is required for County Assessor’s Office)
	Framing Plan
	Location of Plumbing Fixtures
	Electrical Layout
	Heating Location / type
	Owner’s name and Assessor’s Parcel Number on each sheet of plans
	Documentation showing compliance to the California Energy Requirements. The CF-IR forms (pages 1 of 2 and 2 of 2) must be contained in the plans (not required for minor remodels)
	Truss design, Glu-Lam beam, and/or engineered beam design, if used. A wet signature and stamp are required on each of the three copies.
	Roof framing layout
	If plans are prepared by a licensed engineer or architect, have they signed the plans? Copies of signatures are not acceptable. Details of engineering shall be shown on plans.

You will be asked to pay a plan check fee deposit when you submit your construction plans. The deposit is approximately 50% of the estimated fee. Fees are established in accordance with UBC Section 107.

If your project requires Planning Department approval, including Design Review, do you want your plans reviewed prior to obtaining Planning Department approval?

Yes No

If YES, sign below. Once your plans have been reviewed, your plan check fee is not refundable even if your project is denied.

X _____
(Applicant’s signature)