

**Processes through Permit Center**

<b>Exemption from Professionally Prepared Plans (Site/plot plan only when a grading permit is not required)</b>	<b>Urgent Applications and ** Over the counter issuance</b>	<b>Express Applications ## dependent on complexity</b>	<b>Non-express Applications</b>
<ol style="list-style-type: none"> <li>1. Additions to SFD &lt; 500 sq. ft.</li> <li>2. Conversion to SFD from gar.</li> <li>3. Patio cover</li> <li>4. Sun room over existing deck</li> <li>5. Deck (wooden or plastic)</li> <li>6. Shed, playhouse, misc. bld, open sided, U occ. &lt; 500 sq. ft.</li> <li>7. Pump house</li> <li>8. Guest house &lt; 400sq. ft.</li> <li>9. Retaining walls (non engineer)</li> <li>10. Electrical service change</li> <li>11. Temp while building</li> <li>12. Signs on buildings</li> <li>13. Mechanical installation</li> <li>14. LP tank and line installation</li> <li>15. Demolition project review</li> <li>16. Electrical to gate, well, etc</li> <li>17. Tenant Improvements (no intensification of use)</li> <li>18. Hardship Mobile Homes</li> <li>19. Gnd mounted solar system</li> <li>20. Covered pipe corral/stall</li> <li>21. Swimming pools / Spas above gnd and &lt; 50 cu. yds. of dirt.</li> <li>22. SLT site assessment plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Resubmittals of applications.</li> <li>2. Immediate fire replacement SFD</li> <li>3. Immediate disaster SFD</li> <li>4. Boundary Line Adjustments</li> <li>5. Third party returns</li> <li>6. Contract return preparations</li> <li>7. Deck (wooden or plastic)</li> <li>8. Patio cover</li> <li>9. Sun room over existing deck</li> <li>10. Inspection exempt barn</li> <li>11. Pump house</li> <li>12. Electrical for water features **</li> <li>13. Re-roof and substructure **</li> <li>14. Electrical service change **</li> <li>15. Electrical meter reset. **</li> <li>16. LP tank and line installation **</li> <li>17. Mechanical **</li> <li>18. Plumbing **</li> <li>19. Electrical **</li> <li>20. Demolition project review **</li> <li>21. Electrical to gate, well, etc **</li> <li>22. Solar, roof mounted **</li> <li>23. Covered pipe corral/stall **</li> </ol>	<ol style="list-style-type: none"> <li>1. Swimming pools and spas</li> <li>2. Additions to SFD &lt; 500 sq. ft.</li> <li>3. Additions to other bldgs. &lt; 500 sq. ft. ##</li> <li>4. Remodel of SFD, interior only</li> <li>5. Revision to issued permit SFD</li> <li>6. Conversion to SFD from:               <ol style="list-style-type: none"> <li>a. garage</li> <li>b. attic space</li> <li>c. basement (underfloor)</li> </ol> </li> <li>7. Garage &lt; 1000 sq. ft.</li> <li>8. Grading of express permits ##</li> <li>9. Pool house &lt; 500 sq. ft.</li> <li>10. Storage building &lt; 500 sq. ft.</li> <li>11. Retaining walls ##</li> <li>12. Temp while building (concurrent with active permit)</li> <li>13. Signs on buildings ##</li> <li>14. Review of renewal/reactivation SFD within same code cycle.</li> <li>15. Tenant Improvements (no intensification of use)</li> <li>16. Hardship Mobile Homes ##</li> <li>17. Ground mounted solar system</li> <li>18. Small shed, playhouse, misc. accessory</li> </ol>	<ol style="list-style-type: none"> <li>1. Manufactured Dwelling</li> <li>2. Tenant Improvements (Intensification of use)</li> <li>3. Grading non-residential</li> <li>4. Additions to non-residential</li> <li>5. Single Family Dwellings</li> <li>6. Additions to SFD ≥ 500 sq. ft</li> <li>7. Barn conversion</li> <li>8. Second dwellings/ Guest house</li> <li>9. Deck (steel frame/concrete)</li> <li>10. Agricultural barn</li> <li>11. Covered arenas.</li> <li>12. Garage ≥ 1000 sq. ft.</li> <li>13. Grading</li> <li>14. Private Hangers</li> <li>15. Apartments</li> <li>16. Condominiums</li> <li>17. Townhouses</li> <li>18. Single Family care facilities</li> <li>19. Master plans SFD</li> <li>20. Retaining walls ≥ 8' high</li> <li>21. Non residential re-roof</li> <li>22. Electrical service upgrade ≥ 400 amps</li> <li>23. Water, cell, or radio towers</li> <li>24. All Non-residential applications for new building</li> <li>25. Water tanks &gt; 5,000 gal</li> <li>26. Review of reactivation SFD for new code cycle.</li> </ol>

*(all property markers must be clearly marked and initialed on site plan they have all been identified in the field)*  
*(EL Dorado county may require a licensed professional due to identified site conditions issues)*



# PERMIT CENTER Performance Measures

		Performance Standards			
<u>Work Category</u>	<u>Process type</u>	<u>Completion target</u> <u>Work days</u>		<u>Staff Responsible</u>	<u>Notes</u>
Public contact	Waiting for service	15 minutes of BIC		VFT, RDG, DKK	Assistance provided within 15 minutes of BIC sign-in Calls on phone log returned within 24 hours. Requested information complied within 4 hours.
	Return calls	24 hours		VFT, RDG, DKK	
	File research	Within 4 hours		VFT, RDG, DKK	
Planning	Express Residential	10		VFT, RDG, DKK	Evaluation of Zoning and GP consistency
	Express Nonresidential	10			Evaluation of Zoning and GP consistency
	Master Plan (Site-specific)	10		VFT, RDG, DKK	Zoning and GP review of an individual Master Plan unit.
	Third-party (Urgent)	10		VFT, RDG, DKK	Evaluation of Zoning and GP consistency
	Non-residential	20		VFT, RDG, DKK	Evaluation of Zoning and GP consistency
	Residential	20		VFT, RDG, DKK	Evaluation of Zoning and GP consistency
	Resubmittals (Urgent)	5		VFT, RDG, DKK	Evaluation of response to identified corrections
	Grading Plan	10		VFT, RDG, DKK	Evaluation of Zoning and GP consistency
	Business License	1		VFT, RDG, DKK	Evaluation of Zoning and GP consistency
Building-Plan Check	Express Residential	10		VFT, RDG, DKK	Evaluation of Building Code compliance
	Express Nonresidential	10			Evaluation of Building Code compliance
	Master Plan	10		VFT, RDG, DKK	Evaluation of Building Code compliance
	Third-party (Urgent)	10		VFT, RDG, DKK	Evaluation of Building Code compliance
	Non-residential	20		VFT, RDG, DKK	Evaluation of Building Code compliance
	Residential	20		VFT, RDG, DKK	Evaluation of Building Code compliance
	Resubmittals (Residential)	5		VFT, RDG, DKK	Evaluation of abatement of identified corrections
	Resubmittals (Non-Res)	10		VFT, RDG, DKK	Evaluation of abatement of identified corrections
	Trade Permits	1		VFT, RDG, DKK	Review of minor facility (e.g. water heater replacement)
	Grading Plan	20		TJB, JCB	Review of commercial grading plans.
Building Inspection	Regular building inspection		<b>On day requested</b>		
	Site assessment (Tahoe only)		<b>Letter within 30 days</b>	AER, DKK, RDG RDG	Inspection requests prior to 4 pm
Code Enforcement	Priority 1 case		<b>Site visit-same day</b>	JJW	
	Priority 2 case		<b>Site visit within 48 hours</b>	JJW JJW	