

# Let's Build It!

## *A message from your Building Official.....*



Congratulations on obtaining your Building Permit. Now the fun begins, constructing your project. You have taken the first step toward maintaining the safety of your home or business for your family, friends, customers and/or employees. Your permit is your assurance that your approved plans meet minimum code standards. Our inspections are your assurance that your project is built to minimum code standards.

All of our inspection staff are certified inspectors, with many years of both contracting and inspecting experience. Although our goal is to ensure that your project is built "to code", we also strive to take those extra steps to contribute to the successful completion of your project. I encourage you to utilize the expertise of your inspector and to feel free to call anytime with questions or problems.

We hope that this guideline will provide you with information that will assist you in the construction phase of your project. Included in this guideline is an Information Sheet that will be helpful when calling for inspections.

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## CONTACTS

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Building	760.839.4647	See page 12 for individual staff numbers
	Main Office	
Planning	760.839.4671	
Field Engineering	760.839.4664	Storm water, BMP's,
Fire Department	760.839.5400	Fire alarms/sprinklers, hoods, Hazmat
Utility Billing	760.839.4682	For water meters
Industrial waste	760.839.6274	Grease traps, interceptors, clarifiers, sewer discharge permits
Police Department	760.839.4948	COPPS UNIT Business Liaison
San Diego County:		
Septic	760.471.0730	
Restaurant	760.471.0730	
Hazmat	619.338.2222	
SDG&E	800.411.7343	
AT&T	Res:800.310.2355	
	Com:800.750.2355	

## INSPECTION RESPONSIBILITIES

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The inspectors, and the types of required inspections, will vary considerably, based on the type of project being constructed. A homeowner constructing a room addition would normally only require Building Division inspections, while other new buildings may additionally require inspections from Planning, Field Engineering, Fire, Utilities, Police, County Health and State agencies. We have listed general areas of inspection responsibilities below.

### **Building Division**

- The City employs Certified Combination Building Inspectors. This means that one inspector does all of the inspections for structural items, building code minimum standards, plumbing systems, electrical systems, and heating and cooling systems. The combination inspector process saves you time and money since you don't have to call for separate inspections from the specialty inspectors. We also assign inspectors to certain areas of the City. This means that you will have the same inspector throughout your project, except for vacations and illness.
- Inspects all private sewer and water systems
- Inspects on-site disabled access features required by State regulations. Local jurisdictions have no enforcement authority for the Federal ADA regulations.
- Inspects all the phases of a building under construction
- Inspects other on-site structures (retaining walls, signs, exterior lighting, pools, etc.)

### **Field Engineering Division**

- Rough and fine grading inspections, including final
- Work in the public right-of-way and public easements
- On-site public sewer, water and storm drain systems
- Landscaping and erosion control

### **Fire Department**

- On-site fire hydrants
- Fire sprinkler systems
- Other fire extinguishing systems
- Fire alarm systems
- Blasting permits
- Hazardous materials storage and containment

### **Utilities Division**

- Backflow protection on water service
- Grease traps and industrial waste interceptor permits

### **Police Department**

- Crime Prevention policies

### **County Health/Air Pollution Control District**

- Food service facilities, x-ray installations, hazardous materials, private sewer systems, etc.
- See Information Guide #15 for additional information

### **Planning Division**

- Project conditions of approval
- Design Review Board conditions of approval

## **GENERAL INFORMATION**

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### **Construction & Real Estate Signs**

Temporary construction and real estate signs are regulated by the Zoning Code and may require sign permits. Contact Planning Division for further information. Temporary signs over 6 feet in height will require a building permit.

A sign kiosk program, with several City-approved kiosk structures located throughout the City, is available. Contact SunCal Outdoor Advertising (619) 291-4441.

**Construction Hours/Noise**

The Escondido Municipal Code, Chapter 17, Article XII, sets working hours and noise limits for grading and construction activities in the City of Escondido.

GRADING	CONSTRUCTION
<ul style="list-style-type: none"> <li>▪ Work hours: 7:00 am to 6:00 pm. Mon. thru Fri. Exception: 10:00 am to 5:00 pm on Sat. <b>with a variance from the City Manager.</b> (See note below)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work hours: 7:00 am to 6:00 pm. Mon. thru Fri. 9:00 am to 5:00 pm Sat. Exception: Homeowner hours are extended to Sundays and Holidays 9:00 am to 5:00 pm.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Noise: maximum one-hour average sound level limit of 75 dbs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Noise: same as grading</li> </ul>
	<ul style="list-style-type: none"> <li>▪ No work on Sundays or Holidays.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ No work in the public right-of-way or on public works projects on weekends or holidays.</li> </ul>

Note: The City Manager's office will only approve a variance when it can be demonstrated that the work outside of normal hours will be for the community good. For example: A project that is behind schedule and wants to work extended hours would not be granted a variance. For further information please see the Escondido Municipal Code Section 17-234.

**Pedestrian Protection**

New construction, remodels and demolition work adjacent to a public way must provide protection for pedestrians, in the public right-of-way, as noted below. See the Uniform Building Code for additional information.

TYPE OF PROTECTION REQUIRED FOR PEDESTRIANS		
HEIGHT OF CONSTRUCTION	DISTANCE FROM CONSTRUCTION	PROTECTION REQUIRED
8 feet or less	Less than 6 feet	Railing
	6 feet or more	None
More than 8 feet	Less than 6 feet	Fence and canopy
	6 feet or more, but not more than $\frac{1}{4}$ the height of construction	Fence and canopy
	6 feet or more, but between $\frac{1}{4}$ to $\frac{1}{2}$ the height of construction.	Fence
	6 feet or more but exceeding $\frac{1}{2}$ the construction height.	None

Street, alley and sidewalk closures are subject to review and approval by the City Field Engineering Division.

### **Construction Site Debris**

City ordinance provides for the exclusive collection of construction site debris by Escondido Disposal, Inc. (EDI) (760) 745-3203. **Strive to Re-cycle and divert as much as possible all construction demolition and debris from our landfills.**

### **Fire Protection During Construction**

Prior to placing combustible materials on site and during construction, an adequate water supply and means of fire protection must be provided per the California Fire Code. Contact the Fire Department.

### **Temporary Sanitary Facilities**

Section 5416 of the State Health and Safety Code requires that sanitary facilities (1 water closet for each 20 employees) be provided on construction sites.

Questions regarding compliance should be directed to the County Health Department (619) 338-2222.

### **Good Neighbor Policies**

Construction, by its nature, tends to place certain inconveniences on adjacent properties and neighbors. To minimize those inconveniences, the City recommends that you develop and enforce good neighbor policies for the construction phase of your project. A few of the items noted are required by State and local codes.

- Pre-construction meetings/notices
- Dust control
- Noise control
- Sanitary facilities
- Respond to complaints
- Watch out for neighborhood children
- Control construction trash
- Monitor drainage
- Observe construction hours
- Notices on service interruption (street closures, utility shutdowns)
- Minimize the impact of construction traffic

### **OSHA Permits**

An OSHA permit must be posted on the job for excavations over 5 feet in depth or for structures over 3 stories in height. The absence of a required permit will result in the issuance of a STOP WORK Notice.

### **Construction Site Identification**

All projects must be clearly identified with an address, for access by inspectors and access for emergency response.

- Tracts: Identify by Lot and Model number on minimum 8½" x 11" signs
- Multiple-buildings: Use site address and building number, as applicable
- Apartments/tenant suites: Identify all units, beginning at framing inspection
- Single building project: Post address that is clearly visible from street

### **Plans/Permits & Revisions to Plans**

Inspection cards and City approved plans must be readily available to the inspector for all inspections. No inspection can be made without the approved plans.

The City must approve all revisions to the approved plans. Approvals must be obtained and applicable fees paid prior to requesting an inspection for that portion of the work. Revisions may also require Planning Division and Fire Department approvals.

### **Courtesy/Pre-construction Inspections**

Upon request, the City will provide courtesy and/or pre-construction inspections to discuss City requirements, and to highlight potential problem areas. On projects with repetitive unit types and/or initial model types, builders are encouraged to utilize this service prior to beginning production.

## **OTHER INSPECTIONS/CERTIFICATIONS**

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### **Other Inspections/Certifications**

Various local, County and State codes may require additional inspections and/or certifications from the project professionals and/or independent agencies. Builders are encouraged to review the approved project plans and conditions of approval. Listed below are highlights of some of the additional City required inspections/certifications that may be required for your project.

### **Field Engineering**

- Grading compaction reports from registered soils (geotechnical) engineer (if grading plan was required)
- Pad elevation certification from registered surveyor (if grading plan was required)
- Stormwater Management and Best Management Practices (BMP'S)
- Encroachment permits will be required for any work conducted in the public right-of-way or publicly maintained or owned easements or property. This permit is not part of the building permit or approvals. Contact Field Engineering Division at (760) 839-4664 for additional details

### **Building Division**

- Compaction reports from Soils Engineer
- Certification letter from Soils Engineer regarding foundation excavations
- Certification from project Site Engineer regarding building locations
- Special Inspection per CBC Sec. 1701 for concrete > 2,500 psi, field welding, high strength bolts and drilled, epoxy or expansion bolts, etc.
- If Special Inspection is required, a final report is required at final inspection

- Glu-Lam beam certificates
- Certifications for State Title 24 energy regulations
- Backflow protection certification
- Certification on HVAC duct testing, if required by energy calculations

Note: the Building Official must approve Special Inspectors. For approval, submit the following to your Building Inspector.

- Job location
- Copy of photo ID
- Scope of services proposed
- Copy of City of San Diego or City of Los Angeles Special Inspector Certification
- Copy of ICC Special Inspector Certification

### **Planning Division**

- Landscape certification from Landscape Architect

### **Fire Department**

- Fire sprinkler system certification



## **REQUIRED INSPECTIONS**

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The types of required inspections will vary with the scope and complexity of the project. The contractor or homeowner doing the work has the responsibility of notifying the Building Division when work is ready for inspection. If in doubt regarding an inspection, please call your inspector. You can also follow the inspection sequence detailed on the inspection card that you received with your permit.

Our building inspections are for minimum health and safety standards found in the various codes. We address workmanship and quality issues only if related to the minimum standards. Otherwise, workmanship and quality are issues to be resolved between an owner and contractor or between contractor and sub-contractors.

When requested, we make the inspection for a particular phase of work. If we note work that differs from the approved plans or is in violation of the codes we will leave a written correction notice. The person responsible for the work does the corrective work and calls for re-inspection. We then re-inspect the work and, if complete, will sign off the inspection card for that phase of work.

When calling for inspections please review the inspection checklist and procedures information.

### **Inspection Checklist**

- Work ready for inspection?
- Work area accessible for inspector?
- Site ID posted?
- Type of inspection needed?
- Date inspection needed?
- Approved plans/inspection card available for inspector?
- Know your permit number?

### **Field Engineering Inspection**

- NOTE: Depending on the project, before the Building Division can make the first inspection, a Field Engineering Inspector must sign off the engineering grading approval section of your inspection card. Inspections can be arranged by calling 839-4664. *This process is typical for all new building construction.*

### **On-site Sewer & Water**

- Private systems: Plan approval and inspections by the Building Division
- Public systems: Plan approval and inspection by the Field Engineering Division

### **Underground Plumbing**

- All piping to be unwrapped, except copper water lines
- Drainage piping - under water test with a full 10' head, building sewer to slab level
- Piping properly bedded and graded
- All cleanouts to be in place
- Property corners to be marked and visibly staked (set-backs are checked at this time)

### **Foundation**

- All footings clean, square and in conformance with approved plans
- ABS piping penetrating concrete slabs or footings to be wrapped (1/2" foam for insulation)
- Hold-down bolts, PA's, column anchor bolts, etc. to be in place
- Reinforcing steel - in place, clean and properly blocked (3" clear to earth)
- String lines set for slab thickness measurement
- Electric and utility service sweeps and Ufer ground to be in place

### **Masonry**

- Approved scaffold, planks and guardrails
- OSHA approved ladder available for Inspector
- Cleanouts provided for grout pours over 5 feet
- Steel, anchor bolts, straps in place



### **Under Floor Plumbing**

- If your project has raised floor areas with plumbing beneath, the plumbing must be inspected prior to installing the floor sheathing
- Piping systems to be under test

### **Floor Nailing**

- Floor to be nailed, swept clean and not loaded with materials

### **Roof Nailing**

- Per OSHA, provide guardrails, safety nets or full arrest body harness
- Roof to be nailed, swept clean and not loaded with materials
- Provide approved ladder
- Approved truss drawings to be available for the Inspector

### **Framing**

- Framing, rough electrical, rough plumbing, top-out plumbing, rough mechanical - all of these items should be ready for inspection
- Building to be swept clean
- Circuit cards to be complete and available for the Inspector
- Roof complete or, as a minimum, roof to be papered with all vents and roof jacks set
- Tile roofs must be loaded

### **Insulation**

- None required, except on party sound walls between residential units and fire-rated assemblies
- Post insulation certificates on the job

### **Exterior Lath/Drywall**

- Includes both interior drywall (before taping) and exterior lath (before scratch coat)
- Sound wall caulking to be in place
- Fire-resistive construction penetration fire stopping complete
- Gas tests are checked at this inspection

### **Suspended Ceilings**

- All seismic bracing/ties are to be in place, including diffusers, light fixtures, etc.
- All electrical and mechanical work in place
- No ceiling panels to be installed

### **Water/Sewer Service**

- Under test and properly bedded
- Cleanouts installed
- Note: Field Engineering requires one cleanout within 5 feet of the property line (on the private property side) extended to finish grade

### **Final Inspection**

Depending on the scope and complexity of your project, final approvals may be required from the following City departments and other agencies.

- Building
- Planning
- County Health (check your Hazmat form)
- County Health (for septic systems)
- Engineering (Field office)
- Fire
- Water district (if other than Escondido)
- Police (for Security Code; conducts unscheduled inspections)

It is the contractor's responsibility to schedule final inspections/approvals from the various departments and agencies. The Building Division receives all final approvals for meter clearance and issuance of Certificates of Occupancy.

Buildings are to be complete for final inspection. No partial building finals can be made.

For individual, commercial tenant spaces, final inspections can be made and meters released and cleared for occupancy if the following is complete. If not complete the building will be finalized as a shell building with no individual meter releases. Meter releases would be held for tenant improvement permits.

- Demising walls
- Ceiling
- All electrical, mechanical and plumbing
- Exits
- Restrooms

### **Meter Releases**

- Upon receipt of project approvals from all applicable departments and agencies, the Building Division will release utility meters to S.D.G. & E.

### **House Meters**

- "House meters" for premises lighting, sprinklers, fire alarms, elevators, etc may be released with Building Division approval only

### **Multiple Metered Buildings**

- Buildings are finalized on a per building basis
- Meter releases are made on a building-by-building basis, not individual units.  
Exception: Manager's unit

### **Certificate of Occupancy**

- Issued after receipt of all final project approvals from other City departments and other agencies
- After the issuance of the Certificate of Occupancy the building may be occupied
- Exception: Single family dwellings are not issued Certificates. The signed permit is your record of final approval. Note: Approval of other applicable City departments and agencies is required prior to the Building Division sign-off and occupancy of new single family dwellings



# INFORMATION SHEET

## HOW TO REACH US

Listed below are phone numbers for all Building Division staff. E-mail addresses and FAX numbers are also listed. (Area code 760)

- ❑ **TIM DRAPER** ..... 839-6372  
Building Official [tdraper@escondido.org](mailto:tdraper@escondido.org)
- ❑ **DAVID CALVANI** ..... 839-6369  
Deputy Building Official [dcalvani@escondido.org](mailto:dcalvani@escondido.org)
- ❑ **TESS GANNON** ..... 839-4858 FAX 739-7002  
Development Technician II [tgannon@escondido.org](mailto:tgannon@escondido.org)
- ❑ **ED CHASE** ..... 839-6366  
Building Inspector [echase@escondido.org](mailto:echase@escondido.org)
- ❑ **ROBIN GALLACHER** ..... 839-4053 FAX 432-6819  
Department Assistant [rgallacher@escondido.org](mailto:rgallacher@escondido.org)
- ❑ **LISA LOPEZ** ..... 839-4056 FAX 432-6819  
Administrative Aide [elopez@escondido.org](mailto:elopez@escondido.org)
- ❑ **PAULINE LAPRE** ..... 839-6370 FAX 739-7072  
Development Technician II [plapre@escondido.org](mailto:plapre@escondido.org)
- ❑ **VACANT** ..... 839-6368 FAX 739-7085  
Plans Examiner
- ❑ **ROY ROBERTS** ..... 839-6371  
Senior Building Inspector [rroberts@escondido.org](mailto:rroberts@escondido.org)
- ❑ **MAIN OFFICE** ..... 839-4647 FAX 432-6819
- ❑ **INSPECTION REQUESTS** ..... 839-4646  
Call to schedule inspections 24 hours a day, 7 days a week

## WHEN TO REACH US

### CITY HALL HOURS

8:00 a.m. to 5:00 p.m.

### BUILDING INSPECTOR OFFICE HOURS

Mornings: 8:00 to 8:30; Afternoons: 4:00 to 5:00, *depending on the day's inspection schedule. Note: PM hours may vary, depending on the number of inspections scheduled for that day.* It is suggested that you call prior to coming to City Hall to confirm that your inspector is in the office.

### PLANS EXAMINER COUNTER HOURS

We recommend that you call to verify the Plans Examiner's availability or to make an appointment, especially if you are coming from out of town.

## BUILDING INSPECTIONS

### REQUESTING INSPECTIONS

When calling for inspections please provide: **PERMIT NUMBER, JOBSITE ADDRESS and TYPE OF INSPECTION REQUESTED.** For **TRACTS**; include the **TRACT NUMBER, PERMIT NUMBERS and LOT NUMBERS.**

Call (760) 839-4646 or Fax (760)432-6819, 24 hours a day, 7 days a week to request an inspection. Call or fax before 7:00 a.m. and you can normally get your inspection that day. Due to the volume of inspection requests, we cannot make confirming phone calls. **We will attempt to give you an AM or PM time frame.**

### INSPECTION APPOINTMENTS

If you have a special circumstance that requires an appointment call (760) 839-4647 between 8:00-8:30 the day of the scheduled appointment.

**Inspection requests must be called to 839-4646**

### PLANS, INSPECTION RECORD CARD, JOBSITE ACCESS

It shall be the duty of the person doing the work authorized by the permit to notify the building official that such work is ready for inspection. The **APPROVED PLANS** and **INSPECTION RECORD CARD** must be available in a conspicuous place on the jobsite for inspection, and work must be accessible. All work must be complete for the phase of construction for which an inspection is requested. If you request a specific time on our inspection line, we cannot guarantee that we will be able to accommodate your request. Homeowners are advised to contact the inspector in the morning to obtain an approximate time of day the inspection can be expected.



201 N. Broadway  
Escondido, CA 92025

## ~ ESCONDIDO CITY HALL HOURS ~

8:00 a.m.–5:00 p.m.  
Monday–Friday

# 2013

January 2013							February 2013							March 2013							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5						1	2		1	2	3	4	1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	
														31							

  

April 2013							May 2013							June 2013							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							

July 2013							August 2013							September 2013							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
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28	29	30	31				25	26	27	28	29	30	31	29	30						

  

October 2013							November 2013							December 2013							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5							1	2	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

■ – Indicates Holidays and January Dark Fridays