



Tract Home Information

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

I. STREET NAMES

- Options for street names must be submitted along with seven (7) copies of the Tract Map (11" x 17" maximum size) and an electronic file of the street name list and map to the Building and Safety Department. There must be three (3) choices for each street. Example: If there are 20 streets in the tract, 60 names would need to be submitted. Please note the street name choices should contain no more than 11 characters, not including St., Ln, Way, etc. It is our policy to recover the cost to name streets, therefore, we require a \$500 deposit to be submitted along with the request. If additional funds are required, the requestor will be notified.
- The Building Department staff will then review the list of names and forward them to the necessary agencies for approval.
- Once the required agencies have reviewed and approved a sufficient number of street names, the Building Department staff will then submit to the Traffic Commission a request for approval. The City of Hemet Traffic Commission meets the second Wednesday of the month at 8:00am in the Council Chambers located at 450 E. Latham Avenue. Once the street names are approved, the applicant will be notified and the names can be placed on the map for recordation. A copy of this map needs to also be submitted separately to the Building Department.

II. ADDRESS REQUESTS

- Once the structural permits are submitted you can apply for addresses. You will need to submit a tract map with the homes plotted on the map with the approved street names as the map will be getting recorded. This needs to be supplied both on paper and electronically in AutoCAD format. **Please note: that addresses will not be released until the Architectural plans have been approved.**
- Fees
\$75.00 is charged for the research and notification required with this request. This fee will include up to 10 addresses at one site. If you require additional addresses, additional fees will apply. Please refer to [Information Bulletin 132](#) for additional information.

III. ARCHITECTURE/PRODUCTION PLANS

- The applicant should supply the Building Department with the list of plans to be built and a detail of all options that are applicable with square footage. The valuation of

the home should also be provided. This information will be used to calculate the plan check fees. This should all be done before coming in to submit.

Example:	Sq. Ft.	Garage	Patios etc.	Selling price
Plan 1	2700	600	70	\$475,000
Plan 1-A	2900	400	140	\$490,000

Note: Provide all ways the houses can be built.

The Building staff will then calculate the plan check fees.

- The applicant can then bring in the plan check amount provided to them, along with two (2) sets of structural plans and calculations to be submitted. Please refer to [Information Bulletin 116](#) for additional information.
- Plans will then be reviewed and possibly returned to the applicant with any corrections.
- After the plans have been corrected, they should be resubmitted to the Building Department. Three (3) sets should be submitted at this time along with two(2) sets of calculations.
- Upon plan approval, the plans will be retained until permits are issued or the plan check expires. Plan checks expire 180 days after date of first submittal.

IV. PRODUCTION MODEL PERMITS

- An application must be submitted for each lot. The description should include square footage for home and garage and any applicable options. The application is available on our web-site at www.cityofhemet.org. **Note: no production permits will be issued until you tract map has been recorded per the Subdivision Map Act Chapter 7, Article 1, Section 66499.30.**
- Attached to each application should be three (3) sets of the following:
 - Plot Plan showing setbacks & precise grade. *** Please Note: All copies of your precise grade must be wet ink signed by the Engineer of record and all easements must be shown.**
 - Elevations of the home.
 - Floor Plan showing applicable options and layout of home.

Note: Any agreements to defer, waive or credit any

development impact fees must be provided to the Building Department at this time. If the permits are “run” and fees are eliminated after that time, an additional processing fee may be assessed.

3. The Building Department will then route the packets to the Engineering and Planning Departments for review.

*Plan check process can take 14-21 days, possibly longer if you have corrections. Please note if calling for status on your plans, please have your plan check number ready when calling.

4. Once your Production permits have been approved the process goes as follows:

- a. The Building Technician will then figure your fees for each house.
- b. A total will be given to you that includes the total fees owed at issuance. This will be minus the DIF, TUMF, and MSHCP fees which can be deferred until final if you so choose, however the fee that is in effect at the time of final will be the fee you need to pay. You will not be locked into any fees by paying the permit fees.
- c. Once fees have been paid, the receipts will be given to a Building Technician and the permits will be printed. This process can also take a few days. On average from approval to pick up it is approximately 1-2 weeks. We will contact you to let you know when they are ready to be picked up.

5. Prior to these permits being picked up, the following must be provided to the City:

- a. Release from the applicable water purveyor.
- b. Release from Eastern Municipal Water District verifying that sewer service will be provided to the development.
- c. School fee letter from Hemet Unified School District.

6. Advanced notice is requested before “picking up” your building permits. It is advised that you call ahead and state the day and time you will be coming in to pick up your permits.

7. Additional permits: there will be several additional plan check submittals and permits that you will need to obtain throughout your project. They would include, but not limited to: landscaping and irrigation, perimeter fencing, monument signs, sales trailer, construction trailer, electrical meters, grading, temporary power (refer to [Information Bulletin 111](#)) water meters, individual block walls and retaining walls, along with any patio covers or decks. You will also be required to get a Certificate of Occupancy for your sales trailers and you Model homes at a cost of \$132.00 each. Please refer to

[Information Bulletin 130 and 154](#) for more information.

8. Don’t forget to pick up your final request forms, you will need one for each house. You will need all the signatures filled in before you call for a final inspection.

***Please Note:**

Separate submittals are required for :

All submittals require a building permit application to be filled out.

- Typical Front Yard Landscaping three (3) sets of plans.
- Front Yard Return Walls one (1) application and three (3) sets of a grading plot plan showing length and location of walls per house.
- Perimeter Walls three (3) sets of plans.
- Individual Block walls one (1) application, (2) sets of calculations, and three (3) sets of a grading plot plan showing length and location of walls per house.
- Landscaping three (3) sets of plans.
- Grading check with the Engineering Department.
- All community buildings five (5) sets of plans.
- Community Swimming pools five (5) sets of plans.
- Model Home Complex, refer to [Information Bulletin 154](#).
- Sales Trailers, refer to [Information Bulletin 155](#).
- Construction Trailers, refer to [Information Bulletin 156](#).

If you have any additional submittal questions for the above mentioned, please ask one of our Building Technicians.

HELPFUL NUMBERS

CITY OF HEMET

Building Inspection	(951) 765-2428
Fire Inspections Appointments	(951) 765-2450
Building & Safety Division	(951) 765-2475
Business License	(951) 765-2358
Engineering Division	(951) 765-2360
Planning	(951) 765-2375
Refuse	(951) 765-2352
Water	(951) 765-2350
Chamber of Commerce	(951) 658-3211
Southern California Edison	(951) 655-4555
Southern California Gas Co	(800) 427-2200
Verizon	(800) 483-1000
Alcohol Beverage Control	(951) 782-4400