



REGULATIONS COVERING
SINGLE FAMILY RESIDENCE PERMIT PROCEDURE

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

INFORMATION
 BULLETIN

140

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The following information will help you through the permit process for your new commercial project.

- First you should contact the Planning Department. They will be able to give you information on set-backs, lot coverage, conditions, and height restrictions.
- Next contact the Engineering Department to obtain grading, curb, gutter, sidewalk, street, water and sewer connection requirements.
- The Building Department can give you information on plan check submittal requirements. Please refer to *Information Bulletin # 116*. This sheet will tell you exactly what you need to submit for plan check. Please note that there may be corrections but there is no additional fee for up to three resubmittals. **However**, if there are more than three, you could incur more plan check fees.
- Now that your plans have been submitted we want to make you aware of some items that we hope that you haven't overlooked. Prior to permit issuance the City will require the following:

Items Required Prior To Permit Issuance

- ☐ **School Fee Letter:** The Building Dept. will send the school fee notification to the Hemet Unified School District when the plans have been approved and the fees are calculated for the permit. The owner/developer is responsible for paying those fees to the School District. The School District can advise you of the current per square footage fee for your project. Hemet Unified's phone number is (951)791-2431.
- ☐ **Contract:** The City requires that the value of the project is verified prior to submittal of plans. If this is not available at time of submittal, it must be provided prior to permit issuance. If the project is to be owner/builder, we will then require a certification from the engineer of record for the valuation.
- ☐ **First Release from Eastern Municipal Water District (EMWD).** All projects are required to obtain a First Release from EMWD whether or not you are in their service area.
- ☐ **First Release from applicable water & sewer agency.** There are 3 agencies that provide water or sewer services to the valley. You are required to get a first release from the agency(s) that will provide sewer and water service to

your project. They can be reached at the following numbers:

EMWD	(951)928-3777
Lake Hemet Municipal Water District	(951)658-3241
City of Hemet	(951)765-2350

- ☐ **Development Impact Fee (DIF) waivers.** The Building Department will not waive any DIF fees without written notification from the Department Head of the department the fees are being collected for. If you are exempt from TUMF or MSHCP, written documentation is required from the Planning Department. You are responsible for ensuring that documentation is received by the Building Department.
 If the DIF, TUMF, and MSHCP fees are deferred until final, the fees that are 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.
- Once your permit is ready you will be contacted by one of our Building Technicians. They will tell you what your permit fees are and when you can come and pick it up. You will also be advised of the additional documentation required before we can release the permit to you. Refer to "Items Required Prior to Permit Issuance".
- When you come in and pick up your permit you will be given a set of plans and a job card that needs to be out at the job site until completion. On the top of your job card will be the number of the 24 hr. inspection line (951) 765-2428.
- There will be a number of required inspections that must be approved by a Building Inspector. If you have questions about what inspections are needed feel free to ask a Building Tech or one of the Building Inspectors. The inspectors are available between 3:30-4:00 pm Monday-Friday. Our office hours are Monday thru Friday 8:00 am-5:00 pm, however, no permits will be run after 4:30 pm.
- When you project gets to the stage where you need temporary clearance for electrical or gas you need to fill in an **Application For Temporary Clearance For Connection of Utilities**. Please refer to *Information Bulletin #111*, check with a Building Tech. to see if any fees are owed. They will need to sign and date it for your showing you have paid the fees. Bring this form back with you into the field and attach it to your job card. Once the inspection has been done the inspector will take this form and send the appropriate release.

- Once the job is finished you will be required to fill out a **Request for Final form**. You will have to get several signatures on this form before you can call for a final inspection.

Planning Department (951) 765-2375
 Engineering Department (951)765-2360
 Building Department (951)765-2475

- Construction Trailer**

You will be required to pull permits for your construction trailer if you chose to have one, refer to *Information Bulletin 156*. This will also require an address.

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
EMWD	(951) 928-3777
Riverside County Health Dept.	(951) 766-6524
	(951)766-2824

HELPFUL NUMBERS

CITY OF HEMET

Building Inspection (951) 765-2428