



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

AUGUST 2005

The following information will help you through the permit process for your new single family residence.

- ! First you should contact the Planning Department. They will be able to give you information on set-backs, lot coverage, conditions, and height restrictions. (951)765-2375
- ! Next contact the Engineering Department to obtain grading, curb, gutter, sidewalk, street, water and sewer connection requirements. (951)765-2360
- ! 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. (951)765-2475
- ! 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 appropriate 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, San Jacinto School District phone number is (951)929-7700.
- ☐ **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. They process all of the sewage in the 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 that we collect it for. If you are exempt from TUMF or MSHCP, written documentation is also required from the Planning Department. The applicant is 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 8:00-8:30 am 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 your 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**. Check with a Building

Technician to see if any fees are owed. They will need to sign and date it for you showing the fees have been paid. 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 in and send the appropriate release.

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

! 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.

HELPFUL NUMBERS

CITY OF HEMET HELPFUL NUMBERS

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

City of Hemet
 Department of Building and Safety
APPLICATION FOR BUILDING PERMIT

NOTE: 5 sets of plans and 2 sets of specifications must be submitted for all new residential and commercial construction. 3 sets of plans and specifications for all other residential construction. A copy of the signed contract between the owner and the contractor for proposed work is also required. By signing below, I acknowledge that all required documents are included in the submittal and I am aware that the omittance of any items may result in a delay of the plan check turn around time, rejection of the submitted plans or additional plan check fees. Furthermore, I am aware that my plans will expire 180 days from the date of submittal unless a permit has been issued or a request for extension has been granted. Note: All submittals are subject to a Site Development Review that may be determined at a later date. Submittal of plans at this time is at your own risk. Plan check fees will cover initial check and one recheck. Additional plan check fees will be charged for all additional rechecks. Please review back side for additional requirements.

Project Address: _____ Date: _____

Assessors Parcel Number: _____ Lot Number: _____ Valuation: _____

Is this a Mobile Home Yes No Located in a Rental Park Located on Own Land

Description of Work: _____

G Existing Residential Pool or Spa

Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () - Fax: () - Email: _____

CONTRACTOR INFORMATION:	ARCHITECT/ENGINEER INFO.
Name: _____	Name: _____
Address: _____	Address _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Telephone: () -	Telephone:() -
Fax: () -	License Number: _____ Email: _____

Contact Person: _____ Telephone: () - Email: _____

State License Number: _____ Type: _____ Expiration Date: _____

Contractor's Workers Comp. Ins. Carrier: _____ Number: _____ Exp. Date: _____

Contractors City Business License Number: _____ Expiration Date: _____

DEPARTMENTAL USE ONLY

SET BACKS - FRONT _____ SIDE _____ BACK _____ ZONING _____
 TRACT NUMBER _____ TYPE OF CONST. _____ OCC. GROUP _____
 LOG NUMBER: _____ P/C BUILDING _____ P/C FIRE _____

I hereby certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter the above mentioned property for inspection purposes.

Owner/Applicant Signature: _____

City of Hemet
Department of Building and Safety
APPLICATION FOR BUILDING PERMIT

ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE

Now that your plans have been submitted we wanted 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:

- G A digital copy of the final set of plans sized greater than 11" X 17" in a TIF image is required before permit issuance.
- G School Fee Letter: The actual school fee notification is sent 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. Even though the School District does not have your actual square footage they can advise you of the current per square footage fee for your project. Once the permit is "run" and fees are calculated, the school district will be notified and you will then be able to pay the fees to the district. Hemet Unified's phone number is 791-2431.
- G 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.
- G 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. EMWD can be reached at 928-3777.
- G 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	928-3777
Lake Hemet Municipal Water District	658-3241
City of Hemet	765-2350
- G Development Impact Fee (DIF) waivers. The Building Department will not waive any DIF fees without written notification from the department that we collect it 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 our Department.
- G Pool and Spa Anti-Entrapment Cover Declaration form for all residential projects.



REGULATIONS COVERING

SUBMITTAL REQUIREMENTS FOR SINGLE FAMILY DWELLINGS

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

INFORMATION BULLETIN

116

December 2007

Omission of any required items below may result in refusal of plans for plan check. Please refer to Information Bulletin #140 for additional information.

1. Complete one (1) permit application and plan submittal check list and acknowledgment.
- ! Submit Five (5) complete sets of plans for plan check containing the following:
Must be "Wet" stamped and signed by designer of record.
Wet stamps and signatures should be on every page by the person who drew the plans.

- Incorporate a copy of your approved conditions of approval from the Planning Department. Also attach an 8 1/2" x 11" copy of your conditions noting page/detail in your plans where the condition is being met.

THERE IS AN EXAMPLE AT THE BUILDING DEPARTMENT FRONT COUNTER

**** Please note that if this is not attached your plans will be rejected and will result in delaying your plan check and additional plan check fees will be charged. ****

- Incorporate a copy of the approved set of plans stamped by the Planning Commission/Planning Department. **** Please note that if this is not attached your plans will be rejected and will result in delaying your plan check and additional plan check fees will be charged. ****
- Provide the Planning Department Case/project# on your plans.

Plot plan showing the following:

- showing all lots
- easements
- set backs
- drainage
- owner information
- project address/tract number
- north arrow

- Foundation plan.
- Floor plan.
- Floor, ceiling, and roof framing plans.

Electrical plan for each model type: (Electrical service shall be underground).

- Size of main switch.
- Number and size of service entrance conductors.
- Circuit schedule and demand load.
- Fixture plan

Plumbing isometrics for each model type:

- Water distribution.
- Waste and venting.
- Gas distribution.
- Fixture plan and total fixture counts.
- Roof Plan for each model type
- Building Elevations for entire project.
- Building X-Sections
- Foundation Details
- Structural Details for each model type, make sure to include all necessary reports.
- Mechanical Plans for each model type.
- Show compliance with Accessibility Standards.
- If applicable, provide a copy of recorded parcel/tract map.
- Provide grading plan check number or approved grading plans.
- Provide on site/off site improvement plan check/permit numbers.
- Provide two(2) wet ink stamped/signed Engineers estimate for the (on-site) improvements.
- Provide landscape and irrigation plan check/permit numbers.

**** Please note that Building permits can not be issued without approved grading, landscaping, and a finalized tract/parcel map.**

3. Provide two (2) sets of:

- "Wet" stamped and signed Structural Calculations and roof truss calculations.
- Title 24 Energy Calculations.
- Soils Report.
- Truss Package

- S Plan Check fees will be collected at time of submittal. Your fees will cover the initial check and one recheck. Additional fees will be charge for all additional rechecks.
- S Submit two (2) sets of Landscape Plans detached from building plans for reference. Landscape Plans shall be approved prior to the issuance of building permits. A separate application along with four (4) sets of plans will need to be submitted to the Building Department for permitting.
- S Separate permits are required for but not limited to the following: Fencing, Signs, Grading, Landscaping, Parking lot striping and lighting, and Trash enclosures.
- S All Grading Plans and on/off site improvements shall be submitted directly to Public Works for review, approval, and permits.
- S ***Please note: additional plan check submittals may be required, check with the Building Department.***

fees. Furthermore, I am aware that my plans will expire 180 days from the date of submittal unless a permit has been issued or a request for extension has been granted.

Signature _____ Date

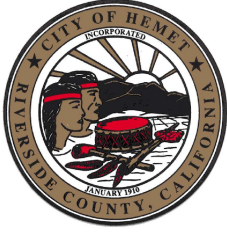
SDR/CUP#: _____

Please provide:

Name: _____
 Address: _____
 Phone #: _____
 Fax #: _____
 Email: _____

Owner Name: _____
 Owner Address: _____
 Owner Phone #: _____
 Owner Fax #: _____
 Owner Email: _____

By signing below, I acknowledge that all required documents are included in the submittal and I am aware that the omittance of any items may result in a delay of the plan check turn around time, rejection of the submitted plans or additional plan check



City of Hemet

Development Impact Fees

Single Family/Townhomes/Duplex

	SFR	Townhomes/Duplex
Automated Refuse Cart Fee	\$ 59.00	\$ 59.00
Bridge Signals & Thoroughfares	\$ 2948.00	\$ 1,805.00
Fire Suppression Facilities	\$ 560.00	\$ 424.00
General Facilities	\$ 780.00	\$591.00
General Plan	\$ 300.00	\$ 300.00
Law Enforcement Facilities	\$ 471.00	\$357.00
Library Expansion Facilities	\$ 735.00	\$557.00
Lighting & Landscaping Maintenance Fees	\$ 40.00	\$40.00
Parks & Recreation Facilities	\$ 1453.00	\$1101.00
Refuse Collection Equipment	\$ 53.00	\$53.00
Retention Basin Capacity Fee/Acre	\$ 1,900/Acre	\$1,900/Acre
Sewer Connection Fee	\$ 250.00	\$250.00
Storm Drainage Facilities	\$ 1405.00	\$1013.00
Valley Wide Parks and Recreation	\$283.00	\$214.00
Water Holding and Distribution Fee	\$ 483.00	\$483.00
Administrative Processing Fee is 3% of Total Impact Fees		

All fees are based on number of units unless otherwise stated. Any questions regarding these fees should be directed to the Building Division.

Western Riverside County Multiple Species Habitat Conservation Plan Mitigation

Residential, density less than 8.0 dwelling units per acre/\$1,860 per dwelling unit.
 Residential, density between 8.1 and 14.0 dwelling units per acre/\$1,191 per dwelling unit.
 Residential, density greater than 14.1 dwelling units per acre/\$968 per dwelling unit.
 Note: there will be an additional 1% Administration fee

TUMF

Effective dates	7/1/06	7/1/07	7/1/08
Single Family - Each*	\$9693.00	\$10,046.00	\$10,046.00

*Does not include mobile homes set in established rental parks. The fees shall be paid at the time of request for final inspection and/or a certificate of occupancy is issued for the Development Project.

Note: there will be an additional 1% Administration fee

COMMUNITY DEVELOPMENT DEPT
Building

OWNER-BUILDER INFORMATION

The City of Hemet has prepared this information to make you aware of some issue that you may want to consider before you obtain an Owner-Builder Permit.

- G For your protection you should be aware that as “owner-builder” you are the responsible party of record on such a permit. Building permits are not required to be signed by the property owners unless they are personally performing their own work. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.
- G Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the City of Hemet. They are also required by law to put their license number on all permits for which they apply.
- ! If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection:
 - S If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer.
 - S If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers’ compensation insurance, disability insurance costs , and unemployment compensation contributions.
 - S There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respects to workers’ compensation insurance.
 - S For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, the U. S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.
- ! If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions.

- ! A frequent practice of unlicensed persons professing to be contractors is to secure an “owner-builder” building permit, erroneously implying that the property owner is providing his or her own labor and materials personally. Building permits are not required to be signed by property owners unless they are performing their own work personally.

- ! Information about licensed contractors may be obtained by contacting the Contractors’ State License Board via the internet at <http://www.cslb.ca.gov/> or in Moreno Valley at 12981 Perris Blvd., Ste. 208, Moreno Valley, California 92553. Their telephone number is 909-485-6011. The current mailing address of the Contractors’ State License board is P.O. Box 26000, Sacramento, California 95826.

I acknowledge that I have read the information above and that I understand to the best of my knowledge my responsibilities as and owner-builder.

Owner Signature

Date

Owner Name (Print)

Address

City, State, Zip

NOTICE OF AUTHORIZATION TO OBTAIN BUILDING PERMITS FOR OWNER-BUILDER

As owner-builder I am aware that I am the responsible party of record named on the permit issued for work performed at _____. I also understand that if work is being performed by someone other than myself, a notarized letter must be on file with the City of Hemet, Building Department prior to permit issuance. Therefore:

I _____ being the legal owner of the property located at _____ authorize _____ to obtain a building permit for _____.

Signed (Home Owner)

Notary

Signed (Contractor)
(Optional)



City of Hemet Building & Safety Department

APPLICATION FOR TEMPORARY CLEARANCE FOR CONNECTION OF UTILITIES

It is hereby respectfully requested that pursuant to Section 308.2 of the 1997 Uniform Administrative Code of the City of Hemet, a temporary clearance for connection of _____ electrical/ _____ gas service be given at this time, which is prior to the issuance of a Certificate of Occupancy and before final inspection for the building or buildings under construction at the following site:

Permit Number: _____ Address: _____

Tract: _____ Phase: _____ Lot: _____

Reason for request: _____

In consideration of the granting of the above clearance, the undersigned hereby waives any cause of action against either the City of Hemet or any of its officers and employees because of any defect in the construction or installation of electrical equipment, or for any other defect in construction of the above mentioned building or buildings, or for any connection to or disconnection from any utility which may cause any damage whatsoever to the premises, any other premises, or any person, or persons, and the undersigned further agrees to hold the City of Hemet or any of its officers and employees, harmless from any damage or injury of any kind caused by such temporary clearance.

The undersigned further covenant and agree to have the above building or buildings completed and in compliance with all building codes, ordinances and regulations and ready for final inspection by _____, AND FURTHER AGREES that if final inspection and approval is not granted before such date that the electrical service may be disconnected by the City without notice and the undersigned hereby agrees to hold the City of Hemet, or its officers and employees harmless from any and all damage or injury which may arise therefrom.

The undersigned further acknowledges that any occupancy of the above mentioned building(s) without a final approval or a Certificate of Occupancy shall constitute an occupancy violation in accordance with Section 202.5, 1997 Uniform Administrative Code and will result in the immediate disconnection of utilities by the City of Hemet.

Respectfully submitted by:

OWNER NAME

Signature

GENERAL CONTRACTOR

Signature

PLANNING APPROVAL

FIRE DEPARTMENT APPROVAL

PUBLIC WORKS APPROVAL

BUILDING INSPECTOR APPROVAL

BUILDING OFFICIAL

DATE PAID: _____

Approved By: _____

CITY OF HEMET SUBCONTRACTOR LIST

Job Site Address: _____ Contact/Phone: _____

CONTRACTOR CATEGORY	CONTRACTOR/SPECIALTIES	TELEPHONE #	CITY BUSINESS LICENSE #	INT.
	ADDRESS	CONTR. LIC. #/CLASS		
GENERAL CONTRACTOR				
AIR CONDITIONING				
CABINETS				
CARPETING				
CONCRETE				
DRYWALL				
ELECTRICAL				
FIRE PLACE				
FIRE SPRINKLERS				
FLOORING				
FRAMING				
GLAZING				
GRADING				
INSULATION				
INTERIOR FINISH				

CONTRACTOR CATEGORY	CONTRACTOR/SPECIALTIES	TELEPHONE #	CITY BUSINESS LICENSE #	INT.
	ADDRESS	CONTR. LIC. #/CLASS		
LANDSCAPE/ SPRINKLERS				
PAINTING				
PAVING				
PLASTERING				
PLUMBING				
ROOFING				
SEWER				
SHEET METAL				
STRUCTURAL STEEL				
SURVEYOR				
TILE				
TRENCHING				

I agree to comply with all city ordinances and state laws in the providing of information. I further certify that i have read the information contained in this form and that the information submitted is true and correct to the best of my knowledge.

Submitted by: _____ Address: _____

Signature: _____ Date: _____