



**CITY OF HIGHLAND
BUILDING & SAFETY DIVISION**

27215 Baseline St., Highland Ca, 92346

Permit Counter: (909) 864-8732 X 232 | Inspection Request Line 909-864-8732 X 228

RESIDENTIAL ADU & J-ADU SUBMITTALS

New Additional Dwelling Unit (ADU) And Junior Accessory Dwelling Units (JADU) submittals for plan check must meet the minimum requirements listed below. Residential ADU's will include but will not be limited to: new dwellings units which are attached, detached, or converted from existing structures. Incomplete, unbound, defaced, faded, unprofessional, and/or illegible plans will not be accepted.

A complete application for Plan Check shall be submitted with the following:

- Accessory Dwelling Unit Approval Letter from Planning Division
- Completed Application for Building Permit Application
- A Fire Flow Test (Applicable to New Structures or additions to existing Structures)
- Three (3) Complete sets of plans for plan check
- Two (2) sets supporting reports and calculations, including Title 24
- Payment of the plan check deposit will be required at the time plans are submitted for plan check.
- Septic/OWTS System Approval (as applicable)

THE PLANS MUST BE FULLY DIMENSIONED, STAPLED, & DRAWN TO SCALE. SUFFICIENT SIZE (24"x 36" Minimum) AND CLARITY TO INDICATE THE LOCATION, NATURE, AND EXTENT OF THE WORK PROPOSED. SHOW IN DETAIL HOW THE PROJECT WILL CONFORM TO THE PROVISIONS OF THE CURRENT CODES, RELEVANT LAWS, ORDINANCES, RULES, AND REGULATIONS.

PLANS SHALL CONSIST OF THE FOLLOWING:

- **TITLE SHEET**
- **PLOT PLAN/SITE PLAN**
- **FLOOR PLAN**
- **MECHANICAL, ELECTRICAL, PLUMBING PLANS**
- **FOUNDATION PLAN**
- **FRAMING CROSS SECTIONS**
- **EXTERIOR ELEVATIONS**
- **TRUSS PLAN / ROOF PLAN**
- **STRUCTURAL PLANS**
- **CONNECTION DETAILS**
- **ENERGY CALCULATIONS**
- **GREEN CODE REQUIREMENTS**
- **SOLAR (PHOTOVOLTAIC) PLANS**
Applicable to New Structures

Any deferred submittals and special inspections should be noted on the title sheet.

This is not an all-inclusive list but rather a minimum submittal guide. Review and approval from other departments such as Planning, Fire Prevention Department, Engineering, Utilities, and Public Services may be required. Upon complete plan submittal, the plans will be reviewed and may require additional submittal documents for consideration as part of the plan check and permitting process.

Notes:

GRADING PLANS: A separate grading permit will be required if more than 50 cubic yards of earth are moved, one foot of fill is used, or if you have a 2' cut. Submit three complete drawn to scale and fully dimensioned sets of grading plans and two preliminary soils reports for plan check. A building permit will not be issued until the grading permit has been issued (where required). A final compaction report and letter of pad certification must be submitted to the Building Division prior to the footing inspection.

Note: 1. Grading plans which are included in any Building plan set shall be for reference only.

SEPTIC SYSTEMS: All structures are required to be connected to sewer, where available, subject to East Valley Water District review. All new, replacement, expansion, or connection to an existing Onsite Waste Treatment System (OWTS) must obtain approval by the Santa Ana - Regional Water Quality Control Board for compliance with the states OWTS policy prior to submitting for a Building permit.

East Valley Water District - (909) 888-8986
Santa Ana - Regional Water Quality Control Board - (951) 782-4902

FIRE FLOW TEST: A fire flow test is required for new structures or additions to existing structures. This is a critical part of the project and may result in additional requirements if the flow is inadequate or the nearest hydrant is too far from the project.

INSPECTIONS: Request for building inspections can be received in the office of Building and Safety by 4:00 p.m. the business day before the requested inspection. Call the number provided on the job card (909) 864-2136 X 228 or schedule the inspection at the Building Counter. See the City's website for more information.

APPROVALS: Before the building permit will be issued the plans will need to be approved by all applicable City Departments (Building & Safety, Planning, Engineering, Public Services, Fire Prevention, etc.). The applicant will need to obtain the Unified School District's receipt of school fee payment or exemption from fees. Owner/Contractor will need to complete a Construction Demolition Program Application and gain approval by the Public Services Division. Where applicable provide proof of ownership with Tax Assessor's Parcel Number (APN).

PROJECT FINAL: All development impact fees are due prior to final inspection. All applicable conditions of approval must be met and maintained. All department signoffs are required prior to calling for final inspection by Building and Safety.

PROJECT ADDRESS: A separate address will be given for an ADU/JADU. Please contact the Planning Division for the address assignment prior to submittal of plans for permit issuance.

- All plans and documents should reflect the newly assigned address and the parcel address with the primary structure and address identified.
- All plans should reflect existing and proposed utility connections.

The property owner shall comply with all provisions of Section 16.44.180 of Title 16 of the Highland Municipal Code for Accessory dwelling units and junior accessory dwelling units including:

- The property owner shall reside on the property and occupy one of the units (applicable to JADU).
- There shall be no short-term rental (31 Days or less) of the ADU or JADU.
- A land use restriction (Covenant) shall be recorded prior to issuance of building permits for the ADU/JADU. Please work with the Planning Division to allow for enough time to complete the recordation prior to final occupancy.



PERMIT APPLICATION

CITY OF HIGHLAND BUILDING DIVISION
27215 BASE LINE, HIGHLAND, CA 92346
(909) 864-8732

BULLETIN

January 2020

#1 IDENTIFY YOUR BUILDING PROJECT

SITE ADDRESS _____

TRACT _____ LOT NO. _____ ASSESSORS PARCEL NUMBER _____

OWNER NAME _____ PHONE _____ EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DESCRIPTION OF WORK _____

SQUARE FEET _____ TYPE OF CONSTRUCTION _____ VALUATION _____

AGENTS NAME _____ PHONE _____ EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

NOTARIZED LETTER REQUIRED _____ YES _____ NO _____

CONTRACTOR, ARCHITECT AND ENGINEER INFORMATION

CONTRACTOR _____ PHONE _____ EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

STATE LICENSE NO. _____ LICENSE TYPE _____ EXPIRE DATE _____

CITY LICENSE NO. _____ WORKMAN COMP INS. CO. _____

POLICY NO. _____ EXP. DATE _____ PHONE _____

ARCHITECT _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

STATE LICENSE NO. _____ EXP. DATE _____

ENGINEER _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

STATE LICENSE NO. _____ EXP. DATE _____

#2 IDENTIFY WHO WILL PERFORM THE WORK (Complete either 2a or 2b)

2a – CALIFORNIA LICENSED CONTRACTOR’S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name and Address: _____

License, Class and No. _____ Contractor Signature _____

2b – OWNER-BUILDER’S DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors’ State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors’ State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors’ State License Law does not apply to an owner of property who, through employees’ or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors’ State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors’ State License Law.).

I am exempt from licensure under the Contractors’ State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent Signature _____ **Date** _____

#3 IDENTIFY WORKERS’ COMPENSTATION COVERAGE AND LENDING AGENCY

WARNING: FAILURE TO SECURE WORKERS’ COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY’S FEES.

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. _____

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____ Policy No _____ Expiration Date _____

Name of Agent _____ Tel No _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name and Address _____

#4 DECLARATION BY CONSTRUCTION PERMIT APPLICANT

4A – HAZARDOUS MATERIALS

If the intended occupancy will use chemicals you acknowledge that Health and Safety Code Sections 25502, 25533 and 25534 as well as filling directions were made available to you. I am aware of my responsibilities to implement lead-safe work practices as required by the Health and Safety Code Section 17920.10 and 105256 when conducting renovation, repair or painting work in pre-1978 residences, childcare facilities or schools. I will ensure that any paint disturbed work will be done by or supervised by RRP certified individuals. Failure to follow this rule may result in enforcement action by the EPA.

4B – PERMIT DECLARATION SIGNATURE

By my signature below, I certify to each of the following:

I am a California licensed contractor or the property owner* or authorized to act on the property owner's behalf.**

I have read this construction permit application and the information I have provided is correct.
I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
I authorize representatives of this city to enter the above-identified property for inspection purposes.

California Licensed Contractor, Property Owner* or Authorized Agent**:

Applicant's Signature _____ **Date** _____

**requires separate verification*

***requires separate authorization*

This permit/plan review expires by time limitation and becomes null and void if the work authorized by the permit is not commenced within 180 days from the date of permit issuance or if the permit is not obtained within 180 days from the date of the plan submittal. This permit expires and becomes null and void if any work authorized by this permit is suspended or abandoned for 180 days or if no progressive work has been verified by the City building inspector for a period of 180 consecutive days.

CALLS FOR INSPECTION

Request for inspection must be make at least one business day in advance of the inspection by telephone at
(909) 864-2136 ext. 228

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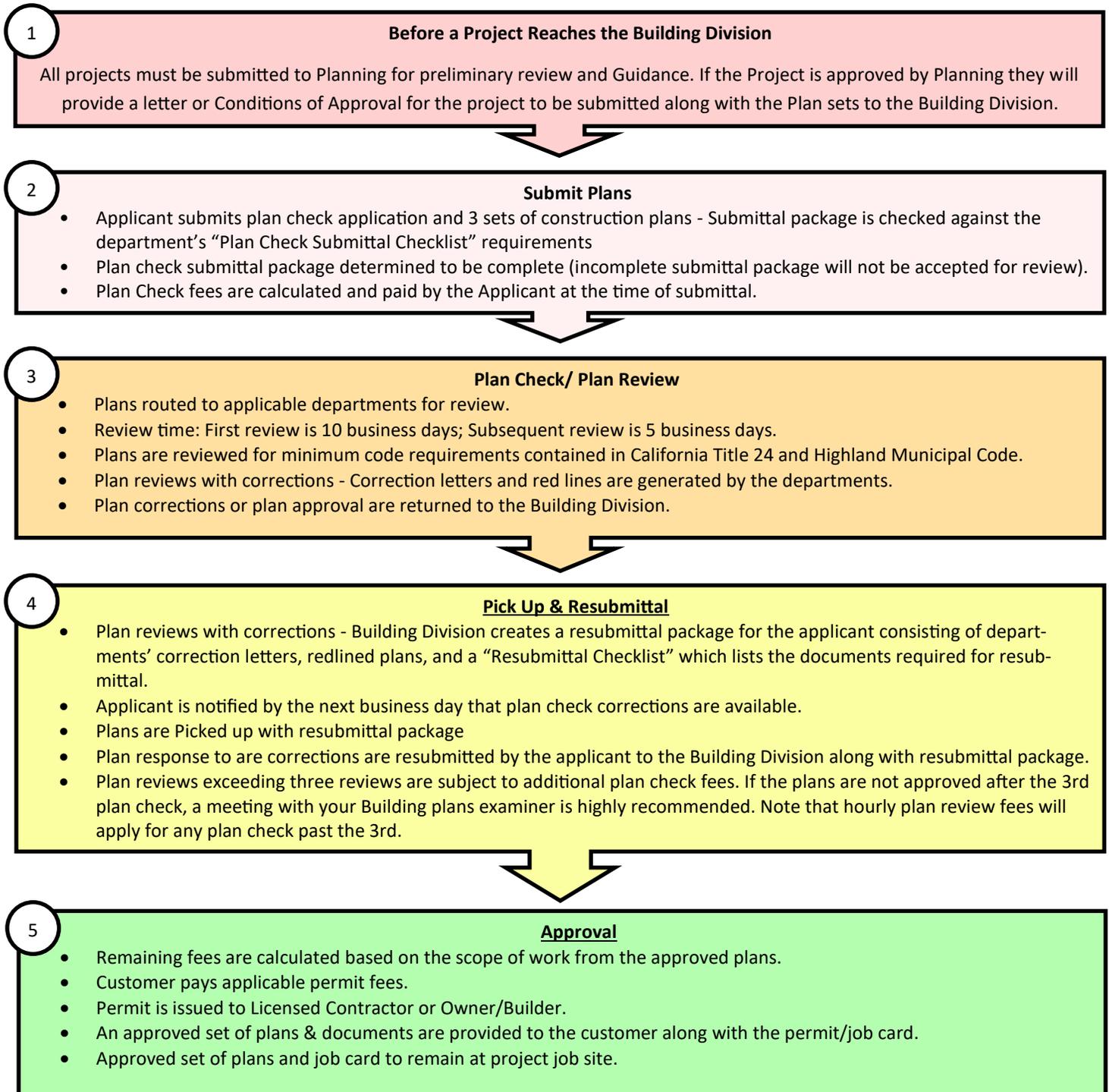
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Plan Check Submittal - Flow Chart

Construction Projects such as Room Additions, Accessory Dwelling Units, New Construction Tenant Improvements, etc. require 3 sets of Plan submitted to the Building Division and will be routed to Building, Fire, Planning, Public Services, Engineering for review.



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Plan Check Submittal Checklist

Address: _____ Permit Number: (To be completed by Staff) _____

This Plan Check Submittal Checklist shall be completed by the applicant, signed, and submitted with the first plan check submittal. The list of items below represents the necessary items required for a complete submittal package.

Where plans are required to be prepared by an architect or engineer the initial submittal may be accepted without signature per B & P Code Section 5536.2 with a signed statement from the person who prepared the document they are licensed to prepare such documents. Subsequent submittals will be required to be signed by the person responsible for their preparation.

New Structures & additions: A Fire Flow Test to be provided to the City for Plan initial plan check. If your project is minor or does not fall into a typical category, please contact Building Division staff prior to submittal to determine which items below may be omitted. Omission of any required items below without written approval may be considered an incomplete submittal and will not be accepted for review.

Title Sheet:	Applicant Check			Staff Check
• Occupancy group	Y	N	N/A	
• Type of construction	Y	N	N/A	
• Square footage and allowable area justification	Y	N	N/A	
• Fire sprinklered/ Non-sprinklered building	Y	N	N/A	
• Fire Alarm System/ No Alarm System/ Waterflow Monitoring	Y	N	N/A	
• Fire Hazard Severity Zone (Y/N)	Y	N	N/A	
• Fuel Modification Zone (Y/N)	Y	N	N/A	
• List of Fire code Permits Required (indicated whether deferred submittal or not)	Y	N	N/A	
• Scope of Work	Y	N	N/A	
• Applicable Code References	Y	N	N/A	
• Sheet index	Y	N	N/A	
• Vicinity Map	Y	N	N/A	
• Occupant Load	Y	N	N/A	
• List of Deferred Submittals	Y	N	N/A	
• Parking Calculation including accessible spaces required	Y	N	N/A	
• Lot coverage percentage calculation	Y	N	N/A	



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Plan Check Submittal Checklist Continued

Site Plan:			
• Complete dimensioned site plan w/ North directional arrow	Y	N	N/A
• Location and size of Utilities	Y	N	N/A
• Point of Connection of proposed utilities	Y	N	N/A
• Accessible site features	Y	N	N/A
• Location of Fire Hydrants with Distance measured to furthest distance of Construction	Y	N	N/A
• Fire Department Access/ Distance to nearest Access (New Structures/ Additions)	Y	N	N/A
Plan Set:			
Existing Floor Plan	Y	N	N/A
Proposed Floor Plan	Y	N	N/A
Exiting Plan	Y	N	N/A
Foundation Plan	Y	N	N/A
Framing Plan (for each Floor & Roof)	Y	N	N/A
Electrical Plan	Y	N	N/A
• Single Line Diagram and panel schedules	Y	N	N/A
Plumbing Plan	Y	N	N/A
• Fixture Unit Count	Y	N	N/A
• Isometric	Y	N	N/A
Mechanical Plan	Y	N	N/A
• Equipment Schedule	Y	N	N/A
Cal Green Mandatory Measures	Y	N	N/A
Project Conditions off approval	Y	N	N/A
Title 24 energy Compliance Calculations	Y	N	N/A
Signed Structural Calculations	Y	N	N/A
Soils Reports	Y	N	N/A
Soils percolation Test for Proposed septic installation	Y	N	N/A
Septic system Approval from Santa Ana Regional water quality control board (RWQCB)	Y	N	N/A
Truss Plans (Reviewed by E.O.R and Truss Designer) (If deferral shall be on title Sheet)	Y	N	N/A

I, the undersigned, have understood the above information, verified each item is included in the submittal package and that the plans are complete and eligible for plan check

Applicant Name: _____

Signature: _____



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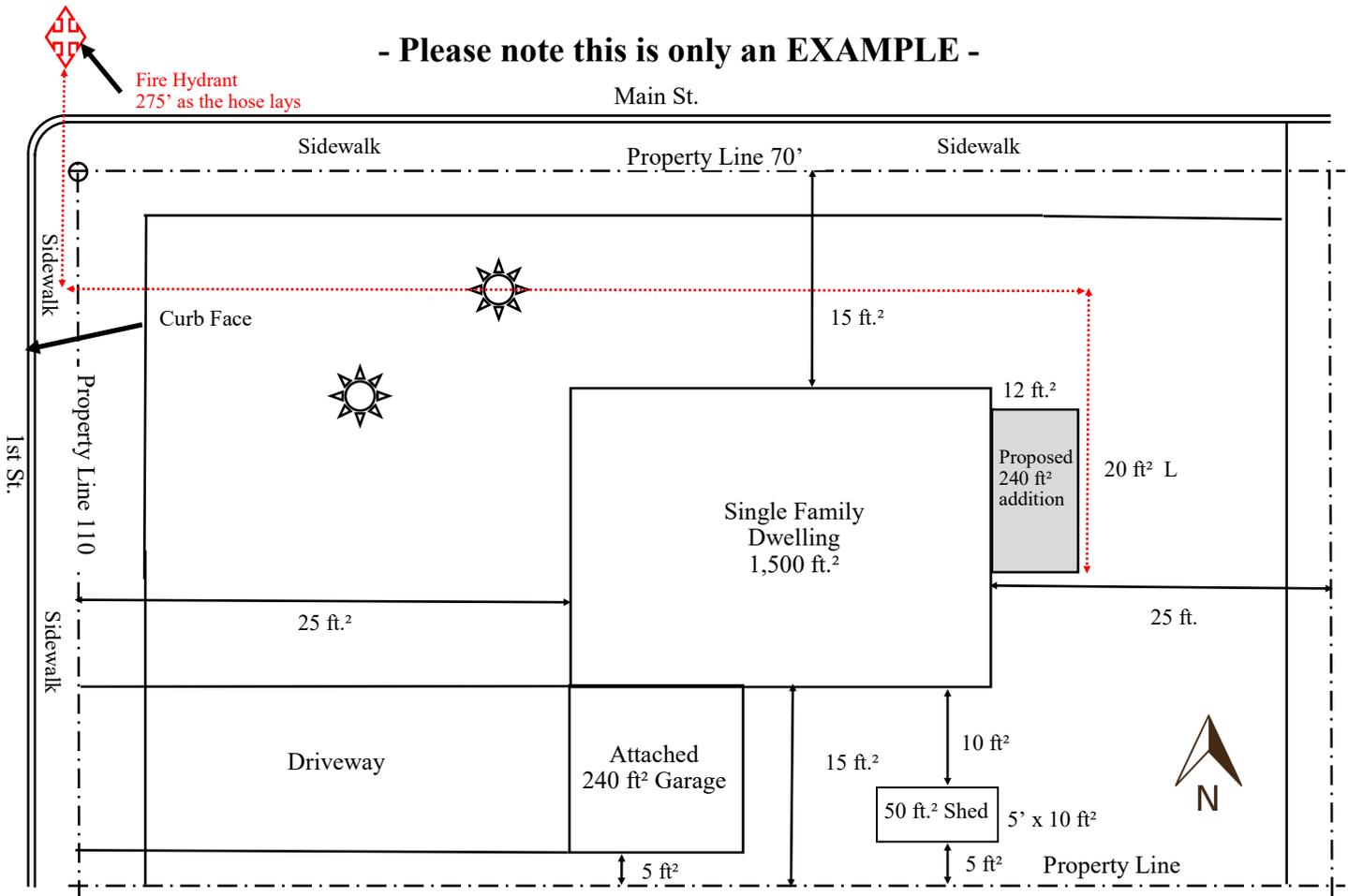
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Residential Site/Plot Plan - Hydrant location

Some projects may require a Fire flow test to determine project requirements. If your project requires a Fire flow test, this sample plan may be helpful to your designer.

1. Fire Flow test are provided by East Valley Water District - <https://tinyurl.com/5kyn383a>
 - Fire Flow Test Questions: Contact East Valley Water District at (909) 888-8986 or Engineering@eastvalley.org
2. The hydrant location should be detailed with hydrant identification and dimensioned on the site plan to show the distance from the hydrant to the furthest point of the proposed structure "As the Hose Lays"

This information will help to determine if your project will require additional fire protection measures. Please contact The City of Highland Fire Prevention at 909-864-8732 X 248 or Building and Safety staff should you have any questions at 909-864-8732 X 232



Owners Name Telephone Number Email	Smith's Home Address: 1234 Main St. Suite A	Date: 04/1/2021 Not to Scale
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