

Who Can Pull a Permit?

- A STATE OF CALIFORNIA LICENSED CONTRACTOR
- A PROPERTY OWNER

What you need to bring EACH time you pull a permit in the City of Sierra Madre:

CONTRACTOR

- ✓ Proof of identification (picture I.D.)
- ✓ Proof of State of California contractor's License & Classification (pocket card)
- ✓ City of Sierra Madre Business License
- ✓ Proof of valid & current Worker's Compensation Insurance Certificate (if required)
- ✓ If agent for contractor, you will also need a notarized letter of authorization from the contractor.

PROPERTY OWNER

- ✓ Proof of Identification (picture I.D.)
- ✓ Proof of ownership (Grant Deed, Property Tax Statement.)
- ✓ If Trust: Trust information showing permit holder as *Trustee*
- ✓ If Corporation, LLC or Partnership: Information verifying permit holder as President or Authorized Representative.
- ✓ If agent for the owner, you will also need a notarized letter of authorization from the owner, including the owner's driver's license number.

A DOUBLE FEE WILL BE CHARGED IF WORK IS STARTED BEFORE PERMIT IS ISSUED

Does a permit expire?

Yes. A building permit is valid for 180 days from the date it is issued. If a meaningful* inspection is not conducted for work authorized by the building permit within the 180-day period, the permit will be considered invalid. Every meaningful inspection renews the 180-day time frame from the date of the inspection.

Please note that an extension may be granted by the Building Official upon a written request submitted to the Development Services Department prior to the permit expiration date. The request must be based on a justifiable reason why the extension is needed, and it is subject to review and approval by the Building Official at his/her discretion.

Keep in mind that, once a permit expires, the applicant may be required to start the permit process over again, including payment of all of the applicable fees, so it is wise to avoid permit expiration.

**Meaningful inspection: A significant, required inspection for the purpose of moving the project forward, not merely to keep the permit from expiring.*

Development Services Staff:

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City of Sierra Madre
Development Services

Building & Safety Procedures



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Plan Check

When construction plans are submitted for plan check, they are routed to each of the following divisions:

- Planning
- Public Works
- Structural
- Fire
- Building

Timing

The 1st Plan Check may take from 6 to 8 weeks to complete. Plans may be approved at the end of 1st Plan Check. However, plans often require additional plan checks before approval can be granted and a building permit is issued.

Corrections

If corrections are required by a plan checker, we will notify the applicant that the redlined plans are ready to be picked up. Once the corrections are made by the applicant, the revised plans should be submitted to the Development Services Department to start the next plan check.

Submittal of Revised Plans

For plan checks following the 1st Plan Check, please include the original redlined plans along with 3 (three) new sets of revised (corrected) plans. Please note that each plan check submittal requires that plans are routed through each of the divisions listed above. Depending on the extent of the corrections and whether they have been sufficiently addressed by the applicant, each following plan check may take a shorter time frame than 6 to 8 weeks. However, it is difficult to predict how long each plan check might take given the complexity of each project, staff workload, etc.

Plan Check Expiration

Plan check is valid for 180 days from the date plans were initially submitted. After 180 days the plans are considered abandoned and payment of new plan check fees will be required if an applicant chooses to proceed with plan check. If a new Building Code cycle is adopted after the 180-day period, the plans must be updated to comply with the new Code.

A request for an extension may be requested in writing prior to plan check expiration. The Building Official may grant the extension of up to an additional 90 days, if a justifiable cause is demonstrated.



Plan Check Approval

Once all divisions have approved and signed the plans, applicants will be notified by phone so that building permits may be obtained.

Building Permits

Types of Permits

Separate permits are required for any of the following that may apply to your project:

- Building Permit
- Plumbing Permit
- Electrical Permit
- Mechanical Permit (Heating and Air Conditioning)
- Sewer Permit
- Demolition Permit
- Encroachment Permits (Public Works Dept. handles these for work to be done within streets or the public right-of-way)



Deadline for Issuance of Permits

Applicants must obtain permits for their project within 180 days from the date of plan check submittal or the project will be considered abandoned. If the applicant wishes to obtain a permit after the 180-day period, payment of new plan check fees will be required and the project will be considered new. The plans are required to go through the plan check process again. In addition, if a new Building Code cycle is adopted after the 180-day period, the plans will need to be updated to comply with the new Code.