



COMMUNITY DEVELOPMENT DEPARTMENT

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Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

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To: All Interested Parties

From: Brian Bell, CASp, CBO Community Development Department, Assistant Director

RE: Pre-Approved Plan Process and Procedures for Interested Applicants

To whom it may concern:

Thank you for taking an interest in participating in the pre-approved plan process with Tuolumne County. This informational is provided to briefly explain the process and procedures that will govern the pre-approved plan process and what the limitations and expectations of the program are.

Any person(s) qualified to design plans and coordinate the appropriate documentation is eligible to participate in the pre-approved plan process. Please take note that all provisions of State law that prescribe a project to involve a California Licensed Design Professional will continue to apply to pre-approved plan review projects.

A pre-Approved plan application can be applied for in the OpenGov system by selecting the Pre-Approved Plan Record (PAP) type at the URL link below:

<https://tuolumnecountyca.portal.opengov.com/categories/1076/record-types/6689>

The application for a Pre-Approved Plan record will be required to adhere to the submittal requirements listed below:

Site Constructed Projects:

1. Complete working drawings, including all Non-Structural and Structural components as specified in the most current Tuolumne County Plan Review Checklist.
2. Structural Calculations as needed.
3. Truss calculations as needed.
4. Energy Report ran in a Cardinal orientation.
5. **Fire Sprinkler Design may be deferred per the standard Tuolumne County Policy
6. **Roof mounted Photo Voltaic systems may be deferred for field verification with the approved Energy Report.
7. ** No plot plans will be required for pre-approved plan reviews as they will not be site specific; however, they will be structural loading specific, and they must declare and be designed to be compatible with any respective ground or design snow loading they could be subject to. Any pre-approved plans attempting to be used in a non-compatible snow load area will not be allowed. Similar building designs using modified loading will be subject to a separate application for review.

***Plans developed by a Designer, Engineer or Architect shall not be stamped and signed at the time of application. The final stamping and/or signature on the approved plans will occur on any final documents for a Standard Building Permit. The stamp and/or signatures from the respective design professional is the indication to the Building and Safety Division that the Standard Building Permit applicant has obtained these plans and has been authorized to use them. A letter of authorization will also be required from the respective design professional, on letterhead and contain a wet or digitally encrypted signature.

***The exception to stamped plans and calculations are those pre-approved from HCD or a truss engineer/prefabricated building Engineer.

Pre-Manufactured Structures:

1. Dimensioned floor plan.
2. Marriage line support loading as applicable.
3. Manufactures Installation Manual
4. Engineered or HCD SPA approved foundation system and plans.

Once an application for a Pre-Approved Plan Record (PAP) has been completed and all respective documents have been uploaded and verified, a minimum deposit will be required for review in the following manner:

- (4) hours of plan review for site constructed building plans
- (2) hours for pre-manufactured buildings

Contact the Community Development Department at (209) 533-5637 for the current hourly plan review rate.

Following the intake of the completed pre-approved plan application a typical building plan review process will commence within 5-15 business days. All project reviews will be reviewed by in house plans examiners as resources allow.

Once plans have been approved, all plan sheets and associated documents will be digitally affixed with a "REVIEWED BY TUOLUMNE COUNTY" stamp and will *not* receive a typical "APPROVED" stamp. All "APPROVED" stamps will be reserved to the final documents submitted under a Standard Building Permit application.

Prior to final approval of the pre-approved plans, the remaining balance of plan review hours exceeding the deposit paid, will be due and payable in the OpenGov system. The plan review time will be clearly identified and available for any applicant to see on the PAP record.

It is an important aspect to note that all pre-approved plans are subject to the triannual Building Code cycle updates as required by statute. Any pre-approved plans wishing to continue into a new code cycle will be required to be updated accordingly and revised documents uploaded to the record as applicable. As with any project revisions, the CDD front counter must be contacted at (209) 533-5637 after the revisions have been uploaded. All revisions are subject to the applicable Revision fee as listed in the building division fee sheet plus any additional plan review hours as appropriate. Please note that all pre-approved plans will be removed from the web site pending any needed code updates.

Once a pre-approved plan has been approved, they are required by law to be posted to the County website for the availability of the public. It is this posting that will allow the public and prospective clients to view and select a plan. All person(s) will be directed to contact the respective design firm to arrange for the purchase of the pre-approved plans.

All standard building permit applications for a pre-approved plan will require a plot plan meeting Tuolumne County requirements, and the pre-approved plan number with plans and supporting documents stamped and signed by the design professional, as appropriate, bearing the "Reviewed By Tuolumne County" stamp and be subject to the minimum deposit for review and verification by all stakeholders.

Once again, thank you for taking the time to inquire about this process and we hope to assist you in accommodating a pre-approved plan. Please feel free to send or call me directly with any questions regarding this process.

Best Regards,

Brian Bell

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