



Town of Loomis

3665 Taylor Road, Loomis CA 95650
916) 652-1840 Fax (916) 652-1847

COMMERCIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS

Please have the site address, assessor's parcel number, owner's name/address/telephone number, contractor's name/address/telephone number/contractor's license number, and the engineer's name/address/telephone number on the plans.

INITIAL SUBMITTAL:

1 Set of Plans to be taken to the appropriate Fire District for review.

1 set of Plans for New & Tenant Improvement must be given to the Fire District for review.

3 Complete sets of plans for commercial/industrial projects for approval

A Set Includes:

- **8 ½ x 11 site plan** showing all existing buildings and square footage, proposed projects, acreage of site, heritage trees, rock out croppings, easements, property lines, setbacks, ground contours, north arrow, scale, street names, septic system/well if applicable, and stream/flood plain if applicable. (See page 16 for site example).
- Floor Plan
- Foundation Plan
- Roof framing plan/cross sections or truss plan and truss calculations
- Electrical & Plumbing Plan
- Elevation Plan showing all elevations
- Energy Calculations
- **A Landscaping/Irrigation Plan ***
- **Any Heritage Tree Removal/Mitigation Plan ***
- Sign Plan
- **Site Improvement Plan ***
- **Grading/Drainage Plan***
- Fire Sprinkler Plan
- Copy of the Condition of Approval annotated with status and related plan check page number.

All Commercial/Industrial projects require an engineered, wet signature, architect stamp of approval. Tenant Improvement and remodels may be exempt.

Environmental Health approval (if applicable) for septic and well. Food establishments and public pools/spas must also be submitted for plan check to **Placer County Environmental Health Division** Phone #530-745-2300

Encroachment Permit if encroaching on Town right-of-way. Bonding for the cost of right-of-way improvements. Liability insurance in the amount of \$1,000,000.00, naming the Town of Loomis as "Additional Insured". Inspection fee based on \$55.00 an hour.

* **SEE ENGINEERING APPLICATION FORM FOR ADDITIONAL INFORMATION REQUIRED.** See attached pg 6

Grading Permit : 3 sets of plans if moving 51 cubic yards or more, or grading in or near riparian area. Grading information and fees see attached pages 7, 8, & 9. All trees (Heritage & Oak) must be fenced and checked by a planner prior to grading. Zoning Ordinance 13.54.050

Tree Permit: if applicable with arborist report.

See Tree ordinance Chapter 13.54 of Municipal Code on attached pages 10, 11, 12 & 13.

Business License: application and appropriate fee for contractor.

Note: Per Loomis Municipal Code, Title 5 all contractors are required to obtain a business license with the Town of Loomis.

Fire Department approval is required prior to permit issuance.

All Commercial/Industrial projects are required to pay development fees, including fire and school district fees prior to issuance

IF SECOND SUBMITTAL IS REQUIRED

To expedite permit issuance include building plan corrections and include revisions dates on plans.

- **Submit 3 sets of plans along with redline plans.** Plans will not be reviewed unless redline plans are included.

AT PERMIT ISSUANCE THE FOLLOWING MUST BE DONE

Final Approval

- 3 Full sets of approved plans signed by Town Engineer. Building Official will stamp each set approved. Attach Conditions of Approval to each approved set of plans. Each Set will also include engineering calculations and energy calculations.
- Planning, Engineering and Building signature on all building permits.
- 1 site improvement plan and floor plan for Placer County Assessor.
- Signed Landscaping Maintenance Agreement.
- Tree Permit, Bond, and inspection fee required.
- Approved Encroachment Permit, bonding, liability Insurance and Inspection fee if required.
- Receipt of proof for payment of School Development Fees.
- Payment for all building permit and development fees.

If questions, contact the Building Inspector, Monday, Tuesday, Thursday or Friday, between 8:00 - 8:30 a.m. at (916) 652-1840 X 14

Construction Fee Schedule

Amended February 2016

Permit fees are based on building valuations which are generally based on data suggested by the International Conference of Building Officials. Please note that fees required by other agencies which relate to building construction need to be contracted individually. Below is an example of calculating building permit fees for a 6000 sq. ft. Commercial warehouse building

Living Area	\$122.46/sq. ft.
Garage/Storage	48.73/sq. ft.
Deck	48.73/sq. ft.
Covered Deck	48.73/sq. ft.
Carport/Patio Cover	48.73/sq. ft.
Industrial Building	70.95/sq. ft.
Commercial Building	95.77/sq. ft.

EXAMPLE

6000 sq. ft. Industrial Warehouse building x \$70.95/sq. ft. = \$ 425,700

Total Valuation = \$ 425,700.00

Permit factors

Building Permit	\$ 425,700.00	x	.0045	=	\$1915.00
Plan Check	\$ 425,700.00	x	.0025	=	1064.00
Plumbing	\$ 425,700.00	x	.001	=	426.00
Electrical	\$ 425,700.00	x	.001	=	426.00
Mechanical	\$ 425,700.00	x	.001	=	426.00
Energy	\$ 425,700.00	x	.05 – sq ft	=	300.00
SMIP* (commercial)	\$ 425,700.00	x	.00021	=	89.00
Building Standards Fee	\$1.00 for each \$25,000 value	=		=	17.00
BUILDING INSPECTION FEES					= \$4663.00 *

These additional fees may apply:

* ALL APPLICABLE DEVELOPMENT FEES, INCLUDING SCHOOL & FIRE FEES APPLY

Other fees Which May Be Required At Time Of Building

- Grading Fees & Requirements: See attached fee schedule on pg. 7, 8, & 9
- Commercial Site Improvement Fees: See attached fee schedule
- Encroachment Permit Fee: Inspections calculated at \$ 55.00 per. hour
- Development Fees: See attached schedule pg.5
- Sewer Fee: Contact South Placer MUD (SPMUD) at (916) 652-5877
- Septic Fee: Contact Placer County Environmental Health at (530) 745-2300
- Water Fees: Contact Placer County Water Agency (PCWA) at (530) 823-4850
- Well Fees: Contact Placer County Environmental Health at (530) 745-2300
- School Fees: Contact: Loomis Union School District at (916) 652-1800
Placer Union High School District at (530) 886-4400
- Electric, Natural Gas: PG&E at (530) 889-3270 ~ Telephone: Pacific Bell at (800) 310-2355

MISCELLANEOUS PERMITS

RE-ROOF	One percent of Contract Valuation
RESIDING	
REMODELING/ RENOVATION	
ELECTRICAL	
PLUMBING	\$30.00 per permit
MECHANICAL	
DEMOLITION	
SPECIAL INSPECTIONS	\$30.00/per hour

DEVELOPMENT FEES

Note: Development fees are required for all new single family developments, including second residential dwellings, and commercial/industrial, also for all newly created lots at time of building permit. All residential, commercial/industrial additions exceeding 500 square feet are required to pay school fees, and over 99 sq feet are required to pay fire fees. Also, all commercial development additions are required to pay all development fees calculated by square footage.

DRAINAGE

Single Family	\$	572.00 /Dwelling Unit
Multi-Family	\$	356.00 /Dwelling Unit
Commercial/Industrial	\$	3007.00 per Acre

ROAD CIRCULATION/MAJOR ROADS

Single Family	\$	2,460.00/Dwelling Unit
Multi-Family	\$	1,500.00/Dwelling Unit
Commercial	\$	3,247.00 per 1000 sq. ft
Industrial	\$	2,238.00 per 1000 sq. ft

HORSESHOE BAR/INTERCHANGE FEE

Single Family	\$	1,415.00/Dwelling Unit
Multi-Family	\$	864.00/Dwelling Unit
Commercial	\$	1,868.00 per 1000 sq. ft.
Industrial	\$	1,228.00 per 1000 sq. ft.

SIERRA COLLEGE CIRCULATION FEE

Single Family	\$	762.00/Dwelling Unit
Multi Family	\$	465.00/Dwelling Unit
Commercial	\$	1,006.00 per 1000 sq. ft.
Industrial	\$	694.00 per 1000 sq. ft.

COMMUNITY FACILITY FEE

Single Family	\$	2,284.06/Dwelling Unit
Multi-Family	\$	1,664.58.00/Dwelling Unit
Commercial	\$	488.00 per 1000 sq. ft
Industrial	\$	360.00 per 1000 sq. ft

DRY CREEK WATERSHED DRAINAGE IMPROVEMENT FEE

Single Family	\$	311.00/Dwelling Unit
Multi-Family	\$	119.00/Dwelling Unit
Industrial/Commercial	\$	1427.00/Acre

QUIMBY IN-LIEU FEE

Single Family	\$	2,408.00/Dwelling Unit
Multi-Family	\$	1,596.00/Dwelling Unit

PARK ACQUISITION

Single Family	\$	2,408.00/Dwelling Unit
Multi-Family	\$	1,596.00/Dwelling Unit
Commercial	\$	471.00/Unit
Industrial	\$	349.00/Unit

PASSIVE PARK / OPEN SPACE

Single Family	\$	1,400.00/Dwelling Unit
Multi-Family	\$	929.00/Dwelling Unit
Commercial	\$	273.00./Unit
Industrial	\$	203.00/Unit

PARK FACILITY IMPROVEMENTS

Single Family	\$	2,888.00/Dwelling Unit
Multi-Family	\$	1,929.00/Dwelling Unit
Commercial	\$	569.00/Unit
Industrial	\$	421.00/Unit

PLACER COUNTY CAPITAL FACILITY IMPACT

Single Family	\$	22102/Dwelling Unit
Multi-Family	\$	1553.97/Dwelling Unit
Age Restricted Senior Citizens	\$	1401.93/Dwelling Unit
Office Space	\$.52/per sq. ft.
Retail	\$.33/per sq. ft.
Industrial	\$.27/per sq. ft.
Warehouse Space	\$.07/per sq. ft.

LOW INCOME DENSITY BONUS

Development of 5 or more dwelling units	\$	750.00/Dwelling Units
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SPECIFIC PLAN FEE /MASTER PLAN

	\$	852.00/Acre
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NOTE: At the time of the approval of the project, or at the time of the imposition of the fees, dedications, reservations, or other exactions, there is a 90-day approval period in which the applicant may protest. The 180-day period to file an action to attack, review, set aside, void, our annual fees, dedications, reservations, or other exactions, imposed on a development by a local agency, shall be filed within 180-days after the delivery of the notice required by the provisions. This applies not only to residential housing developments but to any project undertaken for the purpose of development, including commercial projects. (AB 3081 Olberg, Chapter 549) 4

FIRE FEES

PENRYN FIRE PROTECTION DISTRICT

(916) 663-3389 OR (916) 663-4582

NOTE: ALL FIRE FEES ARE PAID DIRECTLY TO THE PENRYN FIRE PROTECTION DISTRICT (PFPD). IT IS THE APPLICANTS RESPONSIBILITY TO DELIVER AND PICK UP PLANS FOR PLAN CHECK TO PFPD.

ALL BUILDINGS & ADDITIONS UNDER 500 SQ FT ARE EXEMPT FROM FIRE FEES

SOUTH PLACER FIRE PROTECTION DISTRICT

(916) 791-7059

NOTE: ALL FIRE FEES ARE PAID DIRECTLY TO THE SOUTH PLACER FIRE PROTECTION DISTRICT (SPFPD). IT IS THE APPLICANTS RESPONSIBILITY TO DELIVER AND PICK UP PLANS TO SPFPD.

ALL BUILDINGS & ADDITIONS UNDER 99 SQ FT ARE EXEMPT FROM FIRE FEES

**FOR ALL COMERCIAL BUILDINGS A SET OF PLANS MUST TAKEN TO THE
APPROPRIATE FIRE DISTRICT FOR FIRE MARSHAL REVIEW**



TOWN OF LOOMIS
PUBLIC WORKS DEPARTMENT

ENGINEERING APPLICATION FORM

TYPE OF PROJECT: [] SUBDIVISION IMPROVEMENT PLAN [] COMMERCIAL IMPROVEMENT PLAN
[] FINAL/PARCEL MAP [] ROUGH GRADING [] LOT LINE ADJUSTMENT/CORRECTIONS

NAME OF PROJECT: _____ PLANNING FILE NO. _____

NAME OF APPLICANT/DEVELOPER: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE NO. _____

APPLICANT SIGNATURE: _____ DATE: _____

NAME OF DESIGN ENGINEER: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE NO. _____

-----BELOW THIS LINE FOR TOWN USE ONLY-----
SUBMITTALS SHALL CONTAIN THE FOLLOWING:

SUBDIVISION/COMMERCIAL IMPROVEMENT PLANS

- [] 3 SETS OF PLANS W/ ENG. PLAN CHECK & INSPECTION FEES
[] ENGINEER'S COST ESTIMATE
[] 2 COPIES OF STORM DRAIN CALCULATIONS & SHED MAPS
[] 2 COPIES OF SOILS REPORT
[] 2 COPIES OF FINAL CONDITIONS OF APPROVAL
[] ANY REQUIRED EASEMENT DOCUMENTS (DEED, PLATS & DESCRIPTIONS)
[] 2 COPIES OF APPROVED TENTATIVE MAP
[] 2 COPIES OF STORM WATER POLLUTION PREVENTION (SWPPP)
[] 2 COPIES OF RETAINING WALL CALCULATIONS (IF APPLICABLE)
[] COPY OF REQUIRED STUDIES, PERMITS, RIGHT-OF-ENTRY (IF APPLICABLE)
[] 2 COPIES OF TREE REMOVAL PLAN & ARBORIST REPORT (IF APPLICABLE)

FINAL/PARCEL MAP

- [] 2 SETS OF MAPS & MAP CHECK FEES
[] BOUNDARY & CLOSURE CALCULATIONS
[] 2 COPIES OF FINAL CONDITIONS OF APPROVAL
[] 2 COPIES OF APPROVED TENTATIVE MAP
[] 2 COPIES OF PRELIMINARY TITLE REPORT (NO OLDER THAN 90 DAYS)
[] INCLUDE ALL INFORMATION REFERENCED ON MAP

LOT LINE ADJUSTMENT/CORRECTIONS

- [] 2 COPIES OF THE LEGAL DESCRIPTIONS & PLATS OF PROPOSED NEW BOUNDARY (8-1/2"x11" SHEETS)
[] COPY OF THE TRANSFER DEED WITH DESCRIPTIONS (8-1/2"x11" SHEETS)
[] COPY OF BOUNDARY CLOSURE CALCULATIONS & ALL REFERENCED INFORMATION AND MAPS
[] 2 COPIES OF PRELIMINARY TITLE REPORT (NO OLDER THAN 90 DAYS)

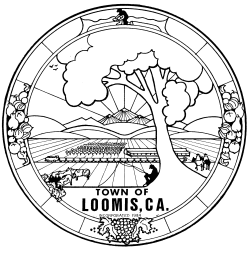
ROUGH GRADING PLANS

- [] 2 SETS OF PLANS AND PLAN CHECK & INSPECTION FEE
[] ENGINEER'S COST ESTIMATE
[] 2 COPIES OF FINAL CONDITIONS OF APPROVAL
[] 2 COPIES OF STORM WATER POLLUTION PREVENTION (SWPPP)
[] COPY OF REQUIRED STUDIES, PERMITS, RIGHT-OF-ENTRY (IF APPLICABLE)
[] 2 COPIES OF TREE REMOVAL PLAN & ARBORIST REPORT (IF APPLICABLE)

[] REVIEW FEES

ACCEPTED BY: _____

Empty rectangular box for signature or stamp



Town of Loomis

3665 Taylor Road
Loomis, CA 95650
(916) 652-1840/Fax (916) 652-1847

Grading Permit Submittal Requirements

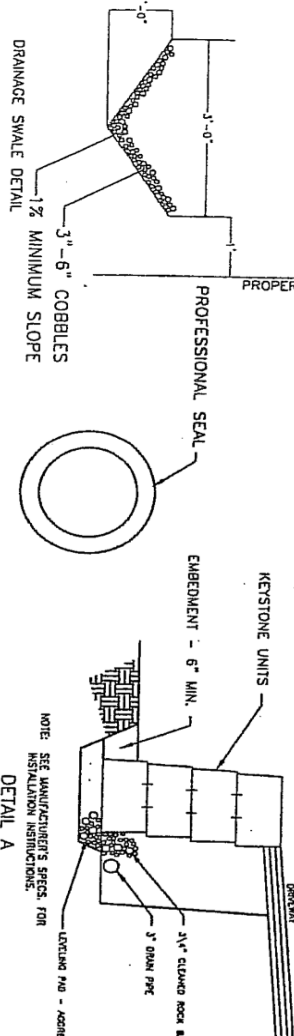
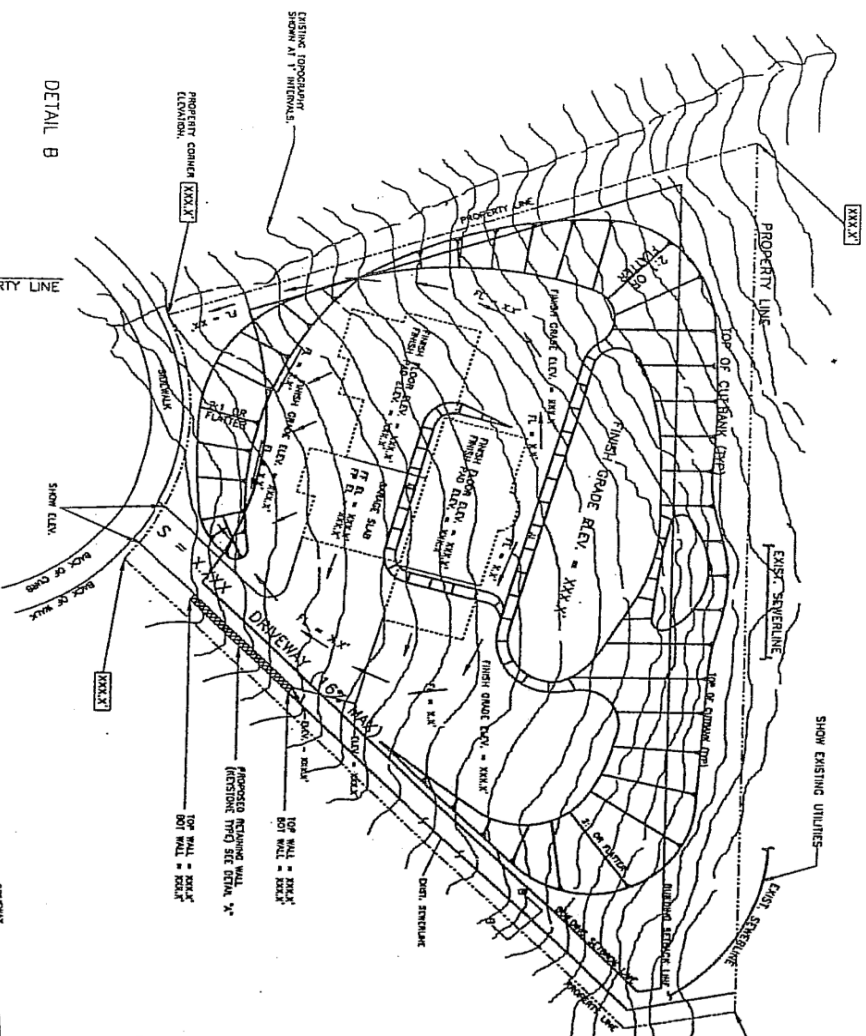
Have the site address, assessor's parcel number, owner's name/address/telephone number, contractor's name/address/telephone number/contractor's license number, and the engineer's name/address/telephone number at the time of grading permit application.

- Grading Permit application (filled out at the time of submittal).
- Two (2) complete sets of plan. A Set Includes an 8 ½ x 11 site plan showing all existing buildings and square footage, proposed projects, acreage of the site, all oak trees with a diameter of six or more inches as measured fifty-four inches above the ground (show drip lines), all trees other than: willows, fruit trees, eucalyptus, alders, cottonwoods, or pines, that are nineteen inches or more in diameter as measured at fifty-four inches above the ground (show drip lines), rock outcroppings, easements, property lines, setbacks, ground contours, north arrow, scale, street names, septic system/well if applicable, and stream/flood plain/swales/drainage ditches/wetlands if applicable.
- Environmental Health approval (if applicable) for septic and well. *Phone # (530) 745-2300*
- Encroachment Permit if encroaching on Town right of away. Bonding for the cost of right-of-way improvements. Liability insurance in the amount of \$1,000,000.00, naming the Town of Loomis as "Additional Insured". Inspection fee based on \$55.00 an hour.
- All oak tree with a diameter of six or more inches as measured fifty-four inches above the ground and all trees other than: willows, fruit trees, eucalyptus, alders, cottonwoods, or pines, that are nineteen inches or more in diameter as measured at fifty-four inches above the ground must be fenced prior to grading. Prior to the start of grading an official from the Town of Loomis will need to verify that fencing is up around all protected trees. When ready for fencing inspection call (916) 652-1840. Zoning Ordinance 13.54.050
- Tree Removal Permit if applicable with arborist report.

Note: Per Loomis Municipal Code, Title 5 all contractors are required to obtain a business license with the Town of Loomis. See attached Resolution No. 92-63 for grading permit fees.

SAMPLE PLAN

SCALE 1" = 10'



- GRADING PLAN SUBMITTAL REQUIREMENTS
- TITLE BLOCK SHOWING A MINIMUM OF PROJECT NAME, DATE, ENGINEER AND SCALE
 - EXISTING TOPOGRAPHY (1 FOOT INTERVALS) SCREENED OR LIGHTENED LINE WEIGHT, BOLD LINE WEIGHT.
 - PROPOSED TOPOGRAPHY (1 FOOT INTERVALS, THE PROPOSED TOPO INTO EXISTING) BOLD LINE WEIGHT.
 - PROPERTY CORNER ELEVATIONS.
 - FINISH FLOOR AND PAD ELEVATIONS.
 - NORTH ARROW, SCALE AND LEGEND.
 - GRADING QUANTITY CALCULATIONS IN CUBIC YARDS (COMBINED CUT AND FILL).
 - PROPERTY LINES AND FENCES.
 - BUILDING FOOTPRINTS.
 - WATER AND SEWER LINES HOOR-UPS.
 - ALL ELEMENTS, MANHOLES, VALVE BOXES, UTILITY LINES, ETC.
 - DRIVEWAY SLOPES (ON NEGATIVE SLOPE DRIVEWAYS, 4 INCHES CHANNEL DRAIN REQUIRED 4 FEET AWAY FROM, 6 INCHES BELOW, GARAGE FLOOR).
 - TREES AND DRIP LINES.
 - PROPOSED RETAINING WALLS (TOP AND BOTTOM OF WALL, ELEVATIONS NOTED).
 - DRAINAGE PATTERNS AND DRAINAGE SWALE DETAIL. SWALES SHALL BE 3 FEET WIDE BY 1 FOOT DEEP, COBBLE LINED, WITH A MINIMUM SLOPE OF 1%.
 - STANDARD DRAINAGE NOTES.
 - PLAN SHEET SHOULD BE 24"x36" BUT MAY BE SMALLER IF GRADING CAN BE CLEARLY SHOWN.
 - ROCK OUTCROPPINGS

PROJECT NAME		PROJECT ADDRESS
DATE: DD/MM/YYYY		
SCALE: 1" = 10'	DESIGNED BY:	SHEET X OF X

RESOLUTION NO. 92-63

A RESOLUTION OF THE COUNCIL OF THE TOWN OF LOOMIS
AMENDING RESOLUTION NO. 92-60

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LOOMIS AS
FOLLOWS:

1. Resolution No. 92-60 is hereby amended to include the
following fees for grading permits:

50 cubic yards or less.....Exempt
51 to 100 cubic yards.....\$45.00

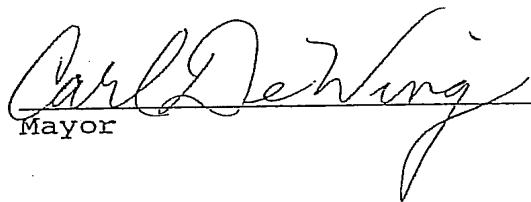
101 to 1,000 cubic yards - \$22.50 for the first 100 cubic yards
plus \$10.50 for each additional 100 cubic yards or fraction
thereof.

1,001 to 10,000 cubic yards - \$117.00 for the first 1,000 cubic
yards, plus \$9.00 for each additional 1,000 cubic yards or fraction
thereof.


10,001 to 100,000 cubic yards - \$198.00 for the first 10,000 cubic
yards, plus \$40.50 for each additional 10,000 cubic yards or
fraction thereof.

2. These fees shall become effective January 1, 1993.

The foregoing Resolution was duly passed and adopted at a regular
meeting of the Council of the Town of Loomis on the 10th day of
November, 1992.



Mayor



Deputy Town Clerk

Basic Excerpts from Loomis Tree Ordinance- Chapter 13.54 of the Municipal Code

A **protected tree** is any of the following:

1. A **native oak tree** with a **diameter of six or more inches** as measured 54 inches above the ground;
2. Any other **mature tree** that is **19 inches or more in diameter** as measured at 54 inches above the ground, and located on a commercial parcel, or on a residential parcel that can be further subdivided, or on a parcel in the RA, RE, or RR zones, provided that the tree is **not a willow, fruit tree, eucalyptus, alder, cottonwood, or pine**;
5. A **tree required to be planted, relocated, or preserved as a condition of approval** of a Tree Permit or other discretionary permit, and/or as environmental mitigation for a discretionary permit; and
6. A **tree within 100 feet of a perennial stream, or within 50 feet of a seasonal stream.**

Tree Permit shall be required prior to:

- a. The relocation, removal, cutting-down, or other act that causes the destruction of a protected tree;
- b. **Prior to any grading, paving, or other ground-disturbing activity** within the protected zone of a protected tree where the **encroachment exceeds 20 percent of the protected zone**; and
- c. The approval of a **Use Permit, Minor Use Permit, Variance, or subdivision map**, hereafter referred to as "discretionary projects."

Exceptions. .

1. **Existing trees on residential property.**
 - a. Protected trees within the RS, RM, or RH zoning districts, on a parcel that cannot be further subdivided based on the minimum lot area requirements of the applicable zoning district.
 - b. Protected trees on a parcel within the RA, RE, or RR zoning districts, where the total number of trees proposed for removal within any 10-year period comprise 10 percent or fewer of the total number of protected trees on the parcel.
2. **Emergency situation.** Cases of emergency where **the Director, Town Engineer, a member of a law enforcement agency, or the Fire Department determines that a protected tree poses an imminent threat to the public safety, or general welfare.**
3. **Traffic visibility obstructions.** Removal or relocation of trees necessary to maintain adequate **line-of-sight distances as required by the Director, or Town Engineer.**
4. **Public utility damage.** Removal of trees for the **protection of existing electrical power or communication lines.**
7. **Dead or dying trees.** Removal of trees determined by the Director, or an arborist approved by the Director, to be dead or dying, have become hazardous or unsightly as a result, and provide limited habitat value.

All Tree Permits shall be deemed to incorporate the provisions of this chapter except as the Tree Permit may otherwise specifically provide.

- A. Trenching procedure.** Trenching within the protected zone of a protected tree, when permitted, may only be conducted with hand tools or as otherwise directed by an arborist, in order to avoid root injury.
- B. Cutting roots.**
 - 1. Minor roots less than one inch in diameter may be cut, but damaged roots shall be traced back and cleanly cut behind any split, cracked or damaged area.
 - 2. Major roots over one inch in diameter may not be cut without approval of an Arborist. Depending upon the type of improvement being proposed, bridging techniques or a new site design may need to be employed to protect the root and the tree.
- C. Ground surface fabric.** If any native ground surface fabric within the protected zone must be removed for any reason, it shall be replaced within 48 hours.
- D. Irrigation systems.** An independent lowflow drip irrigation system may be used for establishing droughttolerant plants within the protected zone of a protected tree. Irrigation shall be gradually reduced and discontinued after a two-year period.
- F. Protective fencing.**
 - 1. **Type of fencing.** A minimum five-foot high chain link or substitute fence (standard orange fencing is fine) installed at the outermost edge of the protected zone of each protected tree or groups of protected trees...
 - 2. **Fence installation.** The fences shall be installed in accordance with the approved fencing plan prior to the commencement of any grading operations or such other time as determined by the review body. The developer shall call the Public Works Director for an inspection of the fencing prior to grading operations.
 - 3. **Signing.** Signs shall be installed on the fence in four equidistant locations around each individual protected tree. The size of each sign must be a minimum of two feet by two feet and must contain the following language:
"WARNING, THIS FENCE SHALL NOT BE REMOVED OR RELOCATED WITHOUT WRITTEN AUTHORIZATION FROM THE LOOMIS PLANNING AND BUILDING DEPARTMENT."
Signs placed on fencing around a grove of protected trees, shall be placed at approximately 50-foot intervals.
 - 4. **Fence removal.** Once approval has been obtained, the fences shall remain in place throughout the entire construction period and shall not be removed without obtaining written authorization from the Department.
- G. Retaining walls and root protection.** Where a Tree Permit has been approved for construction of a retaining wall within the protected zone of a protected tree, the developer shall provide for the immediate protection of exposed roots from moisture loss during the time prior to completion of the wall. The retaining wall shall be constructed within 72 hours after completion of grading.
- I. Grading.**
 - 1. Every effort should be made to avoid cut and/or fill slopes within or in the vicinity of the protected zone of any protected tree.

- 2. No grade changes are permitted which cause water to drain to within twice the longest radius of the protected zone of any protected tree.
- 3. No grade changes are permitted that will lower the ground on all sides of the tree.

- J. Chimney locations** - shall not be located within the canopy of the tree or in a location that sparks emitted from the chimney may damage a tree.
- L. The following information shall be onsite** while any construction activity is on going for a project requiring a Tree Permit:
1. Arborist's Report and all future modifications;
 2. Tree location map with a copy of the tree fencing plan;
 3. Tree Permit and inspection card;
 4. Approved construction plans;
 5. Tree Preservation Guidelines; and
 6. Approved planting and irrigation drawings.
- M. Information on standards.** The developer shall be responsible for informing all subcontractors and individuals who will be performing work around protected trees of the requirements of this Section for working around trees and conditions of approval for the project. This information shall be provided in writing to the subcontractors and employees by the general contractor or applicant.
- N. Utility trenching pathway plan.** As a condition of the Tree Permit, the developer will be required to submit a utility trenching pathway plan for approval following approval of the project improvement or civil plans.
- 1. Contents.** The trenching pathway plan shall depict all of the following systems: storm drains, sewers, easements, water mains, area drains, and underground utilities. Except in lot sale subdivisions, the trenching pathway plan must show all lateral lines serving buildings. To be completely effective, the trenching pathway plan must include the surveyed locations of all protected trees on the project as well as an accurate plotting of the protected zone of each protected tree.
 - 2. Standards for plan.** The trenching pathway plan should be developed considering the following general guidelines:
 - a. The trenching pathway plan must be developed to avoid going into the protected zone of any protected tree on its path from the street to the building.
 - b. Where it is impossible to avoid encroachment, the design must minimize the extent of such encroachment. Encroachments and mitigation measures must be addressed in a supplemental Arborist's Report.
- O. Final certification of tree work.** All of the tree preservation measures required by the conditions of the discretionary project approval, the Arborist's report and the Tree Permit, as applicable, shall be completed and certified by the developer's Arborist prior to issuing an occupancy permit.

Arborist's Report Requirements (per 13.54.040)

A Tree Permit application shall include an Arborist's report, in compliance with the following requirements, where determined by the Director to be necessary based on the number, type, and locations of trees on the site.

- A. Minimum information.** The Arborist's report shall include the following information:
1. Botanical name of trees by tree number;
 2. Common name of trees by tree number;
 3. Location of trees by tree number;
 4. Diameter at 54 inches above the ground, by tree number;
 5. Height by tree number (optional);
 6. Dripline radius by tree number (measure longest radius);
 7. Condition by tree number; and
 8. Recommendations.
- B. Determination of tree condition.** The information on tree condition in the report shall be developed as follows:
1. **Rating system.** The condition of each tree is to be considered when determining a tree's rating according to the following categories: excellent (it is rare that a tree qualifies in this category); good; fair to good; fair; fair to poor; or poor.
 2. **Factors to be considered.** At least the following factors shall be considered in light of the trees life expectancy under existing and planned conditions when determining a tree's rating:
 - a. The condition and environment of the tree's root crown (also roots, if applicable);
 - b. The condition of the trunk, including decay, injury callusing or presence of fungus sporophores;
 - c. The condition of the limbs, including strength of crotches, amount of deadwood, hollow areas, and whether there is excessive weight borne by them;
 - d. The condition and growth rate history of the twigs, including pest damage and diseases;
 - e. Leaf appearance, including abnormal size and density as well as pest and disease damage; and
 - f. The dripline environment, including evidence of grade changes and presence of water courses or ponding.
 3. **Formulation of tree condition.** Using an averaging of the above factors together with the Arborist's best judgment, the tree shall be described using the above rating categories. It is important to rate structural condition separately from the tree's vigor condition if they are different. Root crown, trunk and limb ratings relate most to structure, while twigs and foliage, including growth rate, relate most to vigor. The structure of the root crown/trunk area is of primary importance and takes precedence over any other factor. This information should not be considered to be a formula but simply a guideline to help describe a tree's condition.
- C. Arborist's recommendations.** The Arborist's recommendations shall be developed in compliance with the following:
1. **Recommendations by tree number.** Based upon the conditions and findings, recommendations should be made that logically follow the report conditions. For instance, if weak crotches are reported, cabling would be a logical recommendation to include in the report. These recommended mitigative measures should be spelled out and in some cases may even improve the tree's condition ratings.
 2. **Preservation measures for each tree not being removed.** The specific recommendations must consider the impacts from the activities proposed.

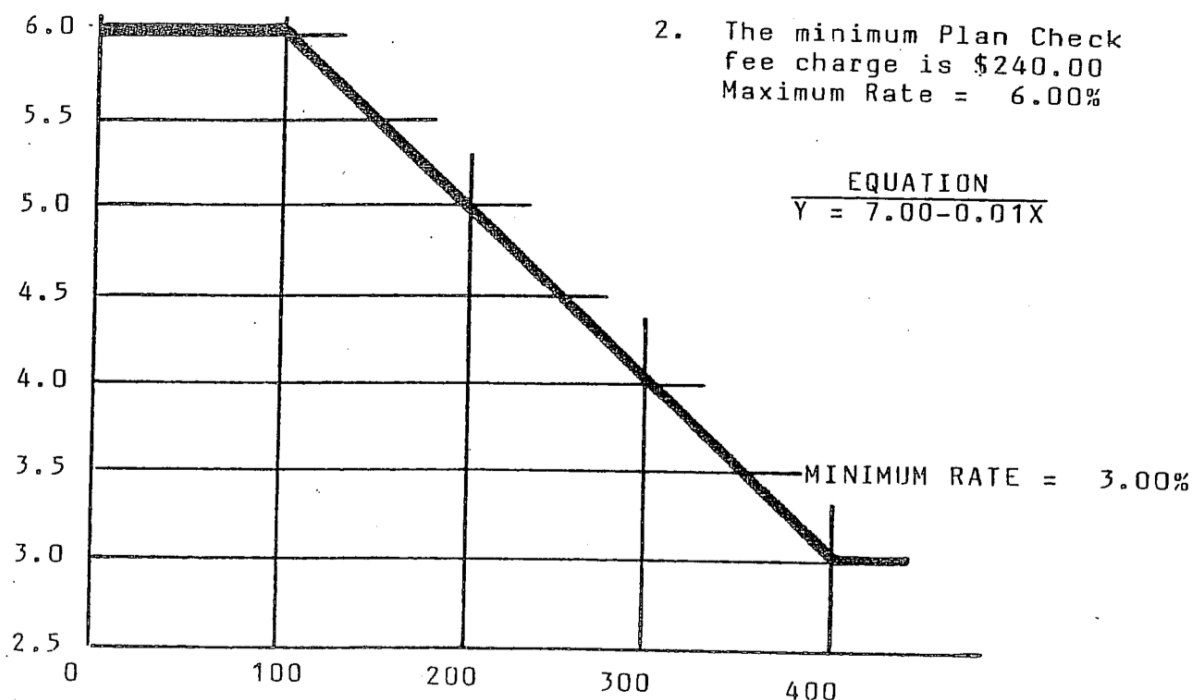
Engineering Plan Check/Inspection Fee Schedule For Commercial/Industrial Projects

Sec. 19.265 INSPECTION FEE

The inspection fee for plans, works and materials shall be the actual cost based on time spent by the Department with allowance for clerical, supervision and overhead.

NOTE: 1. The amount of deposit is a percentage of the job cost. This percentage varies as shown with a minimum rate of 3.00%. The chart is for estimating only.

2. The minimum Plan Check fee charge is \$240.00
Maximum Rate = 6.00%



EQUATION
 $Y = 7.00 - 0.01X$

JOB COST IN THOUSANDS OF DOLLARS = X

EXAMPLE: JOB COST = \$100,000
 $Y = 7.00 - 0.01(100)$
 $= 7.00 - 1.00 = 6.00\%$
TOTAL FEE = .06 (\$100,000) = \$6,000.00

PLAN CHECK - 30%
INSPECTION - 70%

SAMPLE
SITE MAP

OWNER _____
PROJECT _____
STREET ADDRESS _____
ASSESSOR _____
PARCEL NUMBER _____

1.25 AC.

