

What Do I Need To Do?

Once your appointment is scheduled you will need to bring the following on the day of your scheduled appointment:

- Your design professional (architect or engineer).
- A completed permit application and plan submittal checklist
- Other applicable forms completed (Accessibility Worksheet, Deferred Submittal Form, etc.)
- Three (3) sets of construction plans. See the See the plan submittal and review checklists for complete information and what is required on construction plans.
- Approval from the City of Nevada City is required with plans stamped if the project is within the incorporated areas of Nevada City.
- Payment of school and fire fees at the applicable district is required for additions, conversions of habitable space and new construction. Receipts shall be provided at time of County project review.
- Be prepared to pay the plan review and permit fees.



All forms discussed in this brochure are available on the County's website at www.mynevadacounty.com

Frequently Asked Questions

Q. Do I need a licensed California architect or engineer to design and draw my plans?

A. Depending on the size of your project it may need to be designed by a licensed California design professional. Generally projects similar to very minor tenant improvements and residential roof mount solar projects can be designed by unlicensed design professionals. Other tenant improvement projects or nonconventional construction shall be designed by a California licensed architect or engineer. Please keep in mind the project sites snow load; projects over 50psf require a licensed design professional.

Q. What are some conditions that can delay my project and how can I prepare for those?

A. Plans that are complete and accurate go through the permit process quickly. Those that have missing items or do not comply with the County's current codes (fire, exiting, accessibility, etc.) will require additional review and revision to the plans. Hiring a professional designer to prepare your design documents is one way to help increase the probability of providing a complete and accurate submittal.

Q. Will there be any additional fees for the over-the-counter review compared to a normal submittal and review project?

A. No. The fees for your project are the same as if you were to submit them through the normal submittal and project review process.

County of Nevada
Community Development
Agency
Building Department

OVER-THE-COUNTER WEDNESDAY PLAN REVIEW PROGRAM



Community Development Agency
950 Maidu Ave.
Nevada City, CA 95959
(530) 265-1222
(530) 265-8794 (fax)

www.mynevadacounty.com

Craig Griesbach, Director of Building

About the Program

The County of Nevada is required to enforce the California Building and Fire Codes to ensure that the minimum standards of health and life safety are followed. When projects require plans to be submitted for review the process may appear to be time consuming and confusing. In an effort to improve customer service and help County citizens the Over-the-Counter Wednesday Plan Review Program has been created.

The Over-the-Counter Wednesday Plan Review Program is a program that was created to allow customers, contractors and their designers to schedule appointments with appropriate Community Development Agency staff to review plans for minor and moderate commercial tenant improvements, residential remodels, demolitions, etc.



Projects that Qualify for the Program

Some examples of projects that may qualify for the program are:

- Interior Commercial Tenant Improvements (non-structural) Less than 1,500sq.ft. for Retail or Business Occupancies
- Interior Residential Kitchen and/or Bathroom Remodels
- Residential & Commercial Roof Mount Solar
- Patio Covers
- Residential Swimming Pools
- Deck Replacement or Construction
- Residential Storage Sheds, Barns and/or Garages less than 600sq.ft.
- Residential Additions less than 600sq.ft.

Some examples of projects that do not qualify for the program are:

- Interior Tenant Improvements with Structural Alterations
- Tenant Improvements with a Change of Building Use
- Commercial Additions
- New Building Construction (other than sheds, barns, etc. as listed above)
- Projects with Hazardous Materials
- Projects Located in Flood Hazard Zones
- As-Built Projects

How the Program Works

The program is designed to complete the project plan review and issue the building permit in the same day.

Depending on the complexity and completeness of your submittal documents, the permit may be issued following completion of the plan review. Projects that need corrections will be discussed with you and can be rescheduled for the following week or when all corrections are completed. If all corrections have been resolved, a permit may be issued at that time. Plan on reserving about 1 hour for the appointment; the review may take longer depending on the specific project.

Contact the Building Department at (530) 265-1222 to schedule an appointment (*minimum of two (2) days prior to appointment date*). A Building Dept. staff member will verify that your project is eligible for the program. Appointments will be scheduled on an hourly basis on Wednesday **between 9:00am-2:00pm.** All appointments are on a **first come, first serve basis.**



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