

**IMPERIAL COUNTY PLANNING & DEVELOPMENT SERVICES  
BUILDING PERMIT GUIDE**

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**Dear Applicant:**

**In an effort to better assist you and to allow the processing of your application to be as efficient and timely as possible, please read this guide.**

If you have questions, please consult with staff. Remember to always obtain the name of the person that assisted you.

In order for staff to properly process your application they do need a great deal of information. Any time the information is not provided by you, staff has to search for it, the processing time is extended, the consequence being that it takes you longer to obtain a permit than it normally would, or should.

Ordinarily it should take 7 to 10 working days (max) to obtain a permit. Please allow for that amount of time. If we can, we take less time. However, our workload changes constantly, thus you may get a permit in less than a week one time and more than two weeks the next time.

Understand that before any building permit can be issued many steps have to be completed and several other departments and agencies also have to provide their approvals. That means that your permit may be waiting for another departments review, over which we have no control.

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**(1) Every permit requires the following approvals (at a minimum).**

- (1) Zoning (by Planning) (or contract City)
- (2) Right-of-way (by Public Works)
- (3) Encroachment (by Public Works) (or Caltrans or contract City)
- (4) Workers Compensation Ins. (by Building)
- (5) Fire Mitigation Fee Review (by Building)
- (6) School Form Review (Schools)
- (7) Other

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**(2) Additional approvals/reviews depending on project.**

- A) Administration (CAO)
- B) Agricultural Commissioners / Air Pollution Control District

- C) Change of Zone
- D) Environmental Health Services
- E) Fire / OES
- F) Imperial Irrigation District
- G) Regional Water Quality Control Board
- H) Schools
- I) Special Land Use Permit
- J) Variance
- K) Airport Land Use Commission (ALUC)
- L) Flood Plain Administration

**(3) Other issues that can effect the process.**

- A) Existing land use violations
- B) Illegal parcel
- C) Ownership concerns
- D) Contractor licensing
- E) Lack of full plan submittal
- F) Lack of engineering
- G) Lack of energy calculations
- H) Legal & physical access problems

The following outline is a guide to information that must be provided at time of application!

The Department staff is prepared to assist you as much as possible. If you do encounter a problem and staff cannot help you, please speak to a management level person or call me at (760) 482-4236 ext. 4310 or by email at [armandovilla@co.imperial.ca.us](mailto:armandovilla@co.imperial.ca.us)



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Armando G. Villa, AICP  
Director of Planning & Development

**Minimum requirement**

**❑ APPLICATION FORM**

*Provided by County – completed by applicant.  
[Incomplete forms cause delay or rejection.]*

- ❑ APN *Without assessor number and legal description no permit is processed.*
- ❑ Contractor *Contractors must be licensed in California and have workers compensation. Contractor must sign application.*
- ❑ Owner/Builder *This means owner is doing all work – no employees. Contracting without license is a violation of State law. It also indicates who is doing the work.  
  
[NOTE: If an owner/builder is issued a permit and we discover other people working at the site the permit will be revoked and new permit is double the original fee.]*
- ❑ Worker Comp. Ins. *Without insurance, if required, a permit will not be issued.*
- ❑ Numbered Spaced *All numbered spaces on applications must be completed.*

**❑ SITE PLAN**

*Every permit application regardless of size must have an accurate site plan – (no site plan no permit).] See attached site plan form.*

- ❑ **Set-Backs** *Clearly show all information request on site plan form. Show dimensions of Parcel, all structures, utilities, and distances from property line.*
- ❑ **PLANS** *Except for very minor work, all projects require plans. See attached plan requirement form.  
  
[Please follow the instructions. Incomplete plans cause the greatest delay!]*
- ❑ Codes *The County is required by State law to follow the latest version of the adopted codes. Please verify with staff the edition in use prior to submittal of application. Codes typically change on a 3 year cycle.*
- ❑ School Form *By State Law, we cannot issue a permit for new construction alterations or additions without compliance with school mitigation fees. Attached is an example form we use. On submittal of an application we complete and seal the top of the form. You take it to the school and return it to us.*
- ❑ Impact Fees *The County Board of Supervisors has established specific fees that we are required to collect. These fees are intended to mitigate costs incurred by County Departments. This fee is not part of the building permit process.*
- ❑ Potable Water *Federal and State law as well as the codes require that structures for human habitation have potable water. In Imperial County, unless water is available from a City or special district, the water is generally untreated water from the Colorado River.*

*Before we can issue permits for human occupancy structures, including new, remodeled, plumbing, manufactured homes, etc. a source of potable water must be made available.*

*The Planning & Development Services Department has, at least for now, accepted “Point of Entry” treatment system that are tested prior to use.*

*However, these systems are not accepted by the State Health Department and cannot be used to comply with Imperial Irrigation District requirements.*

*To be issued a permit you must complete the enclosed documents.*

- A) *Letter titled "Potable Water Requirement"*
- B) *Potable Water Agreement (or)*
- C) *Potable Water Agreement – Bulk Treatment*
- D) *Imperial Irrigation District – Alternate Water Supply*

*Without compliance to the above or having another approved source – no permit can be issued.*

- Owner/Builder Verification      If the applicant is not the owner and not a licensed contractor, the attached form will be mailed to owner and must be returned prior to issuing permit.
  
- Contract Cities      The Planning & Development Services Department contracts for inspection service to the following cities:
  - 1. Holtville
  - 2. Calipatria

The cities provide their own zoning review so check with City Hall before making application.

Building permit application forms are also available at the respective City Hall.
  
- Title 24 Calculations      Energy calculations may be required. Please check with staff.
  
- Mobile Home Parks
  
- Application      Must be completely filled out and must be signed by park manager/owner.

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## MINIMUM PLAN REQUIREMENTS

When plans are required for the purpose of obtaining a building permit, TWO COPIES, drawn to scale upon substantial paper (11 X 17 or 18 X 24 or 24 X 36), with sufficient clarity to indicate the nature and extent of work proposed, shall be submitted. The following information must be on the plans.

A. SITE PLAN: MUST SHOW

1. Size and shape of lot or parcel.
2. Location of proposed structure on lot.
3. Legal description of lot, including assessor parcel number.
4. Name and address of owner.
5. All pertinent dimensions.
6. Location of all existing structures upon lot / location of any existing utilities.
7. North orientation indicator.
8. Landscaping.

B. FOUNDATION PLAN: MUST SHOW

1. Precise layout.
2. All necessary dimensions.
3. Detailed cross sections of footings, piers, etc.
4. On certain buildings, engineering is required.

C. FLOOR PLAN: MUST SHOW

1. Room sizes and uses.
2. Size and type of windows and doors.
3. Location and type of all plumbing fixtures (including sinks, toilets, showers, bath tubs, etc.
4. Location and type of all electrical fixtures including main service size, outlets, switches, lights, motors, (air-conditioning compressors and blowers, indicate horse power), water heater, furnace, ranges, etc.
5. Location and type of gas fixtures including water heater, range, log lighter, furnace, etc.
6. Dimensions along exterior walls.
7. Dimensions along interior walls.

D. TYPICAL SECTION OF STRUCTURES: MUST SHOW

1. Footing widths, depths into natural undisturbed ground, and height above finish ground level.
2. Floor slab thickness and reinforcing; or beam, girder, and joist sizes, spacing and maximum spans.
3. Wall stud sizes and spacing.
4. Ceiling joist and rafter sizes, spacing and maximum spans.
5. Type of anchorage to foundation of wall bottom plates (both interior and exterior).
6. Size and span of headers and beams over all openings.

E. ELEVATIONS: MUST SHOW

1. All exterior elevations.
2. Type of structural bracing proposed.
3. Height of structure.

NOTE: The following items may also be required.

1. Engineering.
2. Plumbing schematic.
3. Electrical schematic.
4. Mechanical plans.
5. Specifications.
6. Title 24 Energy Compliance Analysis.

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