



REGULATIONS COVERING
CONSTRUCTION PERMITS
CITY OF HIGHLAND BUILDING DIVISION
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BULLETIN

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I. CONSTRUCTION PERMITS

Construction permits are documents obtained through the Building Division, which authorizes the start of construction or remodeling of a building in the City of Highland.

II. COMMON TYPES OF PERMITS

1. Building Permit: is required to construct or modify a building or structure.
2. Electrical Permit: is required to install or modify an electrical system.
3. Plumbing Permit: is required to install or modify a plumbing system.
4. Mechanical Permit: is required to install or modify heating, ventilation, refrigeration, air conditioning and other related systems.
5. Block Wall Permit: is required to construct a block wall over 3 foot in height measured from the top of the footing.

III. WHEN IS A PERMIT NEEDED?

Most major projects will require a permit of some kind. This is necessary to ensure that all buildings meet minimum standards which will protect its occupants and neighbors not only in everyday living, but also in case of emergencies and natural disasters.

IV. HOW DOES ONE APPLY?

The Building Division issues permits. On some simple jobs a permit can be obtained during the first visit. However, in most circumstances more time will be needed to review the plans in detail prior to issuing any construction permits. You can find submittal requirements for some projects on our website www.cityofhighland.com along with the application for building permits.

Small residential projects require a minimum of 3 complete sets of plans to be submitted for review. Large residential projects, commercial tenant improvements and new commercial buildings require 3 or more complete sets.

If plans are required, they must include the minimum following items, additional information may be required:

1. A front, back and side elevation of the new building or addition.
2. Construction details and materials specifications, including foundation, structural, shear and bracing, electrical, plumbing and mechanical.

3. The location of emergency rescue windows from bedrooms and sleeping areas.
4. Title 24 Energy report/insulation requirements.
5. A dimensioned plot plan indicating all structures and the distances between each building, and to the property lines.
6. Grading plans including soils and compaction reports (exempt: attached structures less than 500 square feet).
7. Fire sprinkler plans for new construction and additions greater than 500 square feet.

V. WHO CAN OBTAIN A CONSTRUCTION PERMIT?

A building permit will be issued to:

1. The owner of the property.
2. A licensed contractor. (Contractor working in the City of Highland is required to have a City Business License).
3. Agent acting on behalf of the owner, with approval.
4. Other persons must have a notarized letter from the property owner granting permission to obtain permits.

VI. PLAN CHECK

City engineers, planners, building plan checkers, fire department, water department and other departments/ divisions may review the plans submitted with a building permit application. This may result in design changes to comply with City regulations. The amount of time required for plan check depends on the size and complexity of the project.

Building plan check fees are based on the time spent by staff in their review process. Building and Fire plan check fees are due at time of submittal.

VII. ON SITE INSPECTIONS

A City inspector will make one or more inspections of the project as determined by the type of construction, size of project and the specific use of the building or structures. Work shall not be concealed until said work has been inspected and approved.

VIII. HOW LONG ARE PERMITS VALID?

Permits will remain active provided the construction is started within 180 days of permit issuance and at least one inspection is performed within each 180 days until the completion of the project. The Building Official may grant (one) 180 day extension, if requested in writing prior to the expiration of the permit.

