



**SECOND DWELLING UNIT
REQUIREMENTS**
CITY OF HIGHLAND BUILDING DIVISION
27215 BASELINE, HIGHLAND, CA 92346
(909) 864-8732



To process a project for a second dwelling unit please consult with the following departments:

Planning Department:

1. Ensure the property is zoned for a second unit.
2. Provide a plot plan showing all property lines, all existing structures, and location of the proposed new construction. Indicate the distance to property lines and all other structures on the property. Obtain Planning Approval
3. Prior to Permit Issuance pay Developmental Impact Fees. These fees do change therefore consult with Planning for *current* fee schedule.

Fire Department:

1. Submit 1 set of Architectural / Structural Plans for review. Pay a deposit of **\$285.00**. After approval pay an inspection fee of **\$65.00** for single-family residences NOT in the high-fire zone or **\$130.00** for residences in the very high fire hazard zone.
2. All new single-family residences shall install fire sprinklers.
3. Submit 3 sets of Fire Sprinkler Plans to the Fire Prevention Division for Plan Review. Pay a plan review deposit of **\$285.00**. Obtain permit and pay the inspection fee of **\$130.00**.
4. Have the Fire Sprinkler contractor set up an appointment with the Fire Marshall for a rough/hydro inspection.

Engineering Department

1. Submit a Water Quality Management Plan and pay a deposit of **\$500.00**. Incorporate the WQMP into the Grading Plan. (Grading plan is submitted to Building & Safety)

Building & Safety

1. Submit 2 sets of Grading Plans with WQMP incorporated along with 1 Soils Report. Pay a deposit of **\$630.00**.
2. Obtain Grading permit approximate fee of **\$410.00**
3. Coordinate a preliminary meeting with the grading inspector and your grading contractor prior to starting any work.
4. After the Grading is complete and the inspections are conducted then the building permit may be issued.
5. Submit 2 sets of Architectural/ Structural, 2 sets of plumbing, mechanical, electrical along with all supporting documents,
i.e. 2 sets Structural Calculation, 2 sets Truss Calculations, 2 sets Energy Calculations, 1 Soils Report. Pay a deposit of **\$2,750.00** for plan review.
6. After the building plans are approved. The following fees are to be paid prior to building permit issuance.
 - a. **Developmental Fees** paid to Planning, see current schedule.
 - b. Provide a receipt for **School Fees** paid to Redlands or San Bernardino School District. Contact 909-307-5300 Redlands, 909- 381-1100 San Bernardino.
 - c. Building permits vary depending on square footage (a 1,200 square foot house is approximately **\$1,700.00**).
7. Obtain all the required inspections by calling 909-864-2136 ext 228 – provide permit number, address and the type of inspection needed. Please set up inspection one-day prior. Inspections are conducted Monday through Friday.

When the project comes to completion please call the above departments for a final inspection. 1st Planning at 909-864-2136 ext 258: 2nd Fire – have the fire sprinkler company call and set up an appointment for the final test 909-864-2136 ext 248: 3rd Engineering – Grading inspector: After all departments have given their final approval then call Building & Safety for final occupancy 909-864-2136 ext 228