



## One Stop Shop – Plan Check

What is One-Stop-Shop plan check?

One-Stop-Shop plan checking is a process in which your plans are reviewed by Building, Planning and Engineering Divisions on the same day, by appointment only.

### **Projects eligible for One-Stop-Shop plan check:**

Residential- Single Family Dwellings (only conventional, light frame, wood construction per 2013 CRC)

- Single-story additions less than 500 square feet;
- Single-story deck, patio cover, patio enclosure, trellis (greater than 50% open), less than 500 square feet;
- Interior alteration/repair of minor fire damage (amount of estimated contract price required);
- Roof pitch change, new roof structure, siding, fence over 6 feet high;
- Garage conversion less than 1500 square feet;
- Detached accessory structures such as garage, carport, storage buildings, barns, stable, greenhouse (1 story and less than 500 square feet), or

Commercial/Non-Residential (all required amount of estimated contract price)

- Minor interior alterations for office (B occupancy) or retail (M occupancy) with no change in occupancy, exiting or structural systems;
- Minor handicap accessibility upgrades.

Exclusions (items that will be rejected)

- Code enforcement violations or work started prior to permit issuance;
- Historical District
- Second story additions;
- Secondary dwelling units;
- Detached buildings with more than 2 plumbing fixtures;
- Revisions/plan changes for projects that are under construction;
- Structures with fire sprinkler systems;
- Retaining wall;
- Photovoltaic/Solar systems;
- Solar water heating systems;
- Swimming pools and spas;
- Building located in "Special Flood Hazard Areas";
- Storage/use of hazardous materials of any amount.

### What to expect at your appointment

- Building: will answer questions about requirements for applications, building codes, permits and fees, inspections, plumbing, mechanical and electrical.
- Planning: will provide information about zoning districts, design review, architectural review, building site approval, permitted uses, setbacks, height limitations, site plan requirements and Planning fees.
- Engineering: will provide information on impact fees and City Standards for curb, gutter, driveway approach and accessible ramps.

### Materials **required** applying for One-Stop-Shop plan check

- A completed building permit application
- 3 sets of plans and supporting documents (truss drawings and calculations and T-24 forms completed)
  - Plans must include the following:
    - ¼ inch for 1-ft scale
    - Site plan showing all existing and proposed buildings and setbacks
    - Foundation plan
    - Floor plan (existing and proposed)
    - 4 elevations and cross sections
    - Framing plan, roof plan and details
- Assessor's parcel map, which can be obtained from the Tulare County Assessor's Office.

If your project meets the requirements listed above, contact Val Garcia at 559-713-4426 or [Val.Garcia@ci.visalia.ca.us](mailto:Val.Garcia@ci.visalia.ca.us) to schedule an appointment.