



COMMUNITY DEVELOPMENT DEPARTMENT  
DIVISION OF BUILDING AND SAFETY

## **PLAN PROCESSING FOR NEW CUSTOM HOMES (Single Family Dwellings)**

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### General Information

This information has been compiled to assist in the submittal and plan processing of building and precise grading plans for individual new custom homes through the City of Irvine. A separate Building Permit and Precise Grading Permit are required for new custom homes.

Permit applications and supplementary information for building and grading projects are to be submitted to the City of Irvine, Community Development Department Permit Processing Counter, located at One Civic Center Plaza, (949) 724-6300.

All grading and building plans for new custom homes submitted to the City of Irvine must include an approval "stamp" from the applicable Community Association Design Review Committee (DRC). The Community Development staff will check the submittal for conformance with City submittal requirements and will assist in the completion of the application. All final revised building and grading plans must have an approval "stamp" from the DRC prior to permit issuance.

### Permit Application Process

To assist you in the application process, the following information is included:

- A list of minimum requirements for grading and building submittals
- A chart showing minimum requirements for first submittals
- A flow chart of the permit process
- A copy of a Building Permit Application
- A copy of a Grading Permit Application
- An Engineering Cost Estimate Form
- A Grading Bond Information Bulletin

If you have any questions regarding the application process, you are encouraged to contact the Community Development Department at (949) 724-6300.

## Permit Process (Refer to Flow Chart on Page 8)

1. Submit grading or building permit application and plans to the Permit Processing Counter with payment of applicable plan check fees.
2. Plans routed by Permit Processing Counter to the appropriate plan reviewers.
3. Plan check by Grading or Building, and Planning sections.
4. Plan check status:
  - a. If plans are approved, applicant will be notified of approval, permit fees due and Grading Bond amount required, if applicable.
  - b. If plans are not approved, corrections will be returned to the applicant for correction. Corrected plans shall be submitted to the Permit Processing Counter (see Step 1).
5. Permit issued by Permit Processing Counter with payment of applicable permit and outside agency fees. Grading projects require posting of a grading bond.
6. Pre-grade meeting conducted prior to start of construction.
7. Construction inspection(s) scheduled and conducted until final approval.
8. Submit Civil and Soils – Engineer’s Certifications, microfiche and DXF file of “As Graded” plans.
9. Permit finalized.
10. Approval of Occupancy.
11. Release of Grading Bonds.

## Grading Plan Review Process

Planning and Grading Plan Check will review grading plans. Allow 10 working days for the first plan check and 10 working days for any subsequent check of preliminary and precise grading plans. Grading plans shall be in compliance with the City of Irvine Street Design Manual and Standard Plans, Grading Ordinance, Grading Manual, Zoning Ordinance, Uniform Building Code, and the Standard Specifications for Public Works Construction (Green Book) latest edition.

### Design Manual

The Design Manual includes detailed procedures for plan submittal, design criteria for City-approved projects, and the City Standard Plans. Copies may be obtained from the City Clerk’s Records Center. All copies may be obtained from the City Clerk’s Records Center.

### Grading Bonds

You will be required to post a grading bond as outlined in the City of Irvine Grading and Excavation Code prior to issuance of grading permits. The amount of the bond will be determined at the time of second submittal. The bond calculation is based on the amount of cut and fill and 100% of the cost of the total drainage improvements (including any pavement). Bond forms are available at the Permit Processing Counter in the Building and Safety Division of the Community Development Department. Other such forms may be used only upon approval of the City Attorney. A letter of credit may also be utilized.

## Erosion Control

All grading work requires erosion control. The erosion control plan is to be submitted as part of the grading plan. The Building and Safety Division of the Community Development Department will review and approve the plan.

## Building Plan Review

Planning and Building Plan Check will review building plans. Allow 15 working days for the first plan check and 10 working days for any subsequent check of building plans. A grading certification is required prior to issuance of the building permit.

### Planning

Building plans will be reviewed by Planning for compliance with Zoning Code Standards, Master Plan approvals and applicable Design Standards.

Areas of review:

1. Setbacks, building height and architectural standards based on Zoning Code, Master Plan approvals and applicable design standards.
2. Adequate parking is provided.
3. Verify that conditions of approval and lot coverage requirements have been satisfied.
4. Lighting plan for fixture location and intensity.

### Building Plan Check

Building plan check will review the design of the home in the areas as listed below for compliance with all City-adopted codes and ordinances, including Uniform Building Code and the stated-mandated energy conservation standards.

Areas of review:

1. Structural Plan Review
2. Occupancy classification for conformity with the occupancy requirements.
3. Location of property.
4. Type of construction.
5. Floor area, ceiling height and room size; building height and number of stories.
6. Lighting, heating and ventilation; interior finishes and plumbing for conformity with the sanitation requirements; roof drainage and roof-covering materials.
7. Energy conservation.
8. Building security for conformity with the City Security Code requirements.

Custom homes with an area of 5,500 square feet or more, and/or located in the Very High Fire Hazard Severity Zone, require an approved automatic fire sprinkler system to be installed. Fire sprinkler system plans shall be submitted to the City for review and approval.

## **SPECIFIC SUBMITTAL REQUIREMENTS FOR NEW CUSTOM HOMES**

Building and Precise Grading permit applications and plans are to be submitted separately as individual packages. Precise grading shall be submitted either prior to or at the time of submittal of building plans. If grading plans are submitted prior to the building plans, the applicant must supply the grading plan check number with the Building Permit Application.

Plan check fees and deposits are required to be paid in full upon plan submittal. A separate Building Permit and Precise Grading Permit are required for new custom homes. Permit fees are required to be paid in full at the time of permit issuance. Fee schedules may be obtained from the City of Irvine Fax Library at (949) 724-6210 or may be downloaded from the Form Catalog located at the City of Irvine website under the Community Development Department (<http://www.cityofirvine.org/depts/cd/formcatalog/default.asp>).

The following items are required for project submittals as indicated:

### **PRECISE GRADING PLAN SUBMITTALS:**

#### **Precise Grading - Minimum Requirements for First Submittal:**

1. Four (4) blue line prints of the grading plans on City standard sheets prepared in accordance with City Standard Plans and design criteria stamped and wet-signed by a Civil Engineer registered in the State of California. The standard title sheet format may be purchased on a floppy disc (\$25) at the City of Irvine Building and Safety, Permit Processing Counter or may be downloaded from the Community Development Department of the City of Irvine website (<http://www.cityofirvine.org/default.asp>). The grading plans must include:
  - Approved Site Plan - including striping plan;
  - Utility Plan - must show proposed onsite utility lines, e.g., sewer, water, gas, and electric lines (for reference only);
  - Erosion Control Plan.
2. Two (2) copies of the Engineering Cost Estimate, on the approved City form, for all work to be completed as part of the grading plan.
3. Two (2) copies each of the site-specific soils report prepared by an approved geotechnical engineering firm and a written review of the most recent grading plan, each wet-signed by a Geotechnical Engineer and an Engineering Geologist registered/certified in the State of California.
4. An addendum to the approved master Water Quality Management Plan (WQMP) pertaining specifically to the subject lot (one draft copy).
5. Two (2) copies of the Conditions of Approval.
6. Two (2) copies of the Tentative Tract Map.
7. For all precise grading permits, two copies of the letter from the civil engineer who signed the grading plans stating that the finish floor elevation is designed to be a minimum of 1'0" above the water surface of a theoretical 100-year storm.

### Precise Grading – Requirements for Subsequent Submittals:

1. Previous check prints from Grading, Engineering and Planning sections.
2. Separate typewritten responses to correction lists from Grading and Planning plan review sections.
3. Four (4) blueline prints of revised grading plan. (A minimum of four sets is required for final check and approval).
4. Revised cost estimate, if necessary.
5. An AutoCAD file or DXF file of drawings only, on floppy disc, CD, or e-mail (final submittal).

### **BUILDING PLAN SUBMITTALS:**

#### Building - Minimum Requirements for First Submittal:

(Grading plan submittal shall be submitted prior to or in conjunction with the building plan submittal.)

1. One copy of a Building Permit Application for the new custom home to be constructed, Address Application (if project not previously addressed), Subcontractors List (must be completed prior to permit issuance), Transportation Corridor Agency Form, and School Fee Determination Form.
2. Copies of all resolutions and approval letters related to this project are required to be included.
3. Five (5) blueline prints including all architectural and structural plans.
4. One set of the Energy Conservation Standards including both the Title 24 Calculations and Compliance forms.
5. One copy of the soils report and one copy of the soils summary form.
6. One copy of the Engineer's Structural Calculations.
7. Site plan with dimensions and statistical inventory to be included with each set of blueline prints.
8. Details of fencing construction and materials, if applicable.

#### Building – Requirements for Subsequent Submittals:

1. Written response to correction list from Building review section.
2. Five (5) blue line prints of revised building plan.
3. Any documents required in response to corrections.

# PRECISE GRADING PLAN CHECK FOR NEW CUSTOM HOMES

## MINIMUM REQUIREMENTS FOR FIRST SUBMITTALS

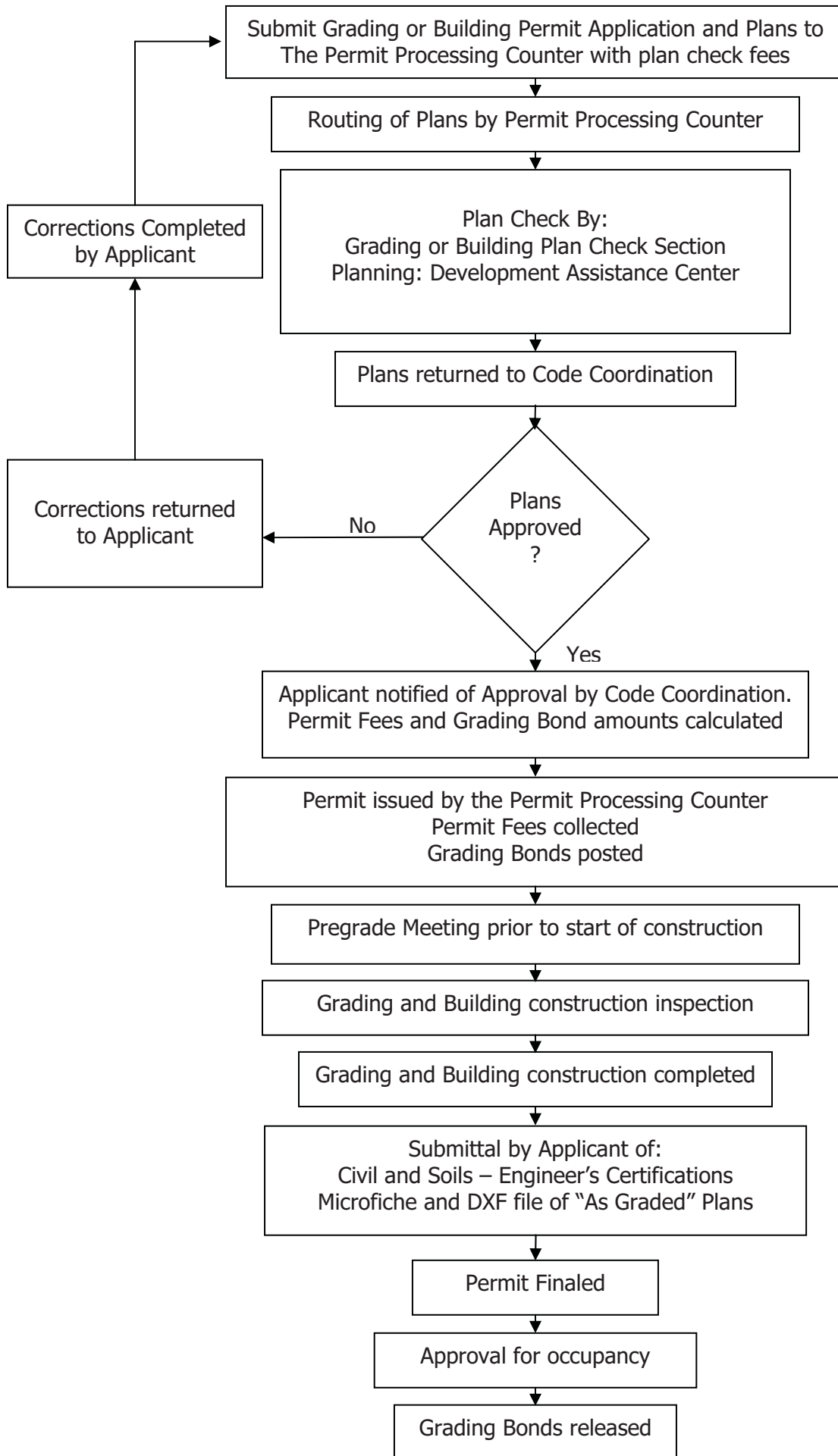
GRADING PLAN CHECK SUBMITTAL ITEM	# OF COPIES
<b>1. Grading Plans</b>	<b>6</b>
<b>a. Site Plan</b>	<b>6</b>
<b>b. Utility Plan(s)</b>	<b>6</b>
<b>c. Erosion Control Plan</b>	<b>6</b>
<b>2. Engineering Cost Estimate</b>	<b>3</b>
<b>3. Site Specific Soil Report</b>	<b>2</b>
<b>a. Written review of grading plan</b>	<b>2</b>
<b>4. Water Quality Managemnt Plan (WQMP)</b> Addendum to Approved Master	<b>2</b>
<b>5. Conditions of Approval</b>	<b>3</b>
<b>6. Tentative Map</b>	<b>3</b>
<b>7. 100-Year Flood Letter</b>	<b>3</b>

**This chart presents the MINIMUM requirements for first submittals.**

**Incomplete submittals will not be accepted.**

**Additional materials may be required for subsequent submittals.**

**CITY OF IRVINE GRADING and BUILDING PERMIT PROCESS FLOW CHART FOR CUSTOM HOMES**



**PRIOR APPROVAL OF TENTATIVE MAP AND COMMUNITY ASSOCIATION DESIGN REVIEW IS REQUIRED FOR PROJECT**

# BUILDING PERMIT APPLICATION

CITY OF IRVINE  
 Community Development Dept., Building & Safety  
 One Civic Center Plaza  
 PO Box 19575, Irvine, CA 92623-9575  
 For Permit Information: 949-724-6300  
 For Inspection Information: 949-724-6500



<b>For Office Use Only:</b>	
Plan Check #:	_____
Submittal Date:	_____
Target Date:	_____

Project Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Assessor's Parcel No.: \_\_\_\_\_ Tract No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Grid No.: \_\_\_\_\_

Permit Type(s) Applied For:

<input type="checkbox"/> Commercial Building	<input type="checkbox"/> Structural	<input type="checkbox"/> Commercial Plumbing*	<input type="checkbox"/> Residential Building
	<input type="checkbox"/> Non-Structural	<input type="checkbox"/> Commercial Electrical*	
		<input type="checkbox"/> Commercial Mechanical*	* REQUIRES TAKE-OFFS

**APPLICANT INFORMATION**

Applicant/  
Co. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_  
 Contact : \_\_\_\_\_  
 Fax No.: \_\_\_\_\_

**PROJECT INFORMATION**

Description of work: \_\_\_\_\_  
 Related Case No(s): \_\_\_\_\_  
 Occupancy Group(s): \_\_\_\_\_ Construction Type: \_\_\_\_\_  
 Occupancy: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 Current Use: \_\_\_\_\_  
 Number of stories: \_\_\_\_\_  
 Yes  No

Property  
Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_

**EXISTING BUILDING**

Check that apply

<input type="checkbox"/> Interior Alterations: _____ Sq.Ft.	<input type="checkbox"/> Repair: _____ Sq.Ft.
<input type="checkbox"/> Exterior Alterations: _____ Sq.Ft.	<input type="checkbox"/> Parking Lot: _____
<input type="checkbox"/> Addition: _____ Sq.Ft.	_____ Sq.Ft.
<input type="checkbox"/> Demolition: _____ Sq.Ft.	No. of spaces: _____

Tenant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_  
 Contact: \_\_\_\_\_

**NEW BUILDINGS ONLY**

COMMERCIAL:  
**Complete building data sheet for building floorplans.**  
 Total number of buildings: \_\_\_\_\_  
 Square footage for each building: \_\_\_\_\_  
 Use of each building: \_\_\_\_\_

RESIDENTIAL:  
**Complete data sheets for each floor plan type or building type.**  
 Please circle one:  
 Models or Production      SFD/Det. Condo/Condo/Apt/Hotel  
 Total square footage of all units/plan types: \_\_\_\_\_  
 If Condo/Apt/Hotel, number of dwelling units per building:  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Office Use Only: PLAN CHECK FEE SUMMARY**

Building: _____	Electrical: _____
Energy: _____	Mechanical: _____
Zoning: _____	Plumbing: _____
	Automation: _____

**TOTAL PLAN CHECK FEES:** \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_ Customer #: \_\_\_\_\_  
 IFAS #: \_\_\_\_\_  
 TMPL #: \_\_\_\_\_ Initials: \_\_\_\_\_  
 TMPL #: \_\_\_\_\_

By signing below, I certify the above information to be true and correct.

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_ PRINT APPLICANT NAME \_\_\_\_\_

# GRADING PERMIT APPLICATION

CITY OF IRVINE  
 Community Development Dept., Building & Safety  
 One Civic Center Plaza  
 PO Box 19575, Irvine, CA 92623-9575  
 For Permit Information: 949-724-6300  
 For Inspection Information: 949-724-6500



<b>For Office Use Only:</b>	
Plan Check #:	_____
Hydrology:	YES _____ NO _____
Submittal Date:	_____
Target Date:	_____

Project Address: \_\_\_\_\_ Grid#: \_\_\_\_\_  
 Cross Streets: \_\_\_\_\_  
 Tract No.: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Assessor's Parcel No.: \_\_\_\_\_

Permit Type Applied For:  
 Preliminary Grading Permit     Precise Grading Permit    Complete an itemized engineering cost estimate.

**APPLICANT INFORMATION**

Applicant/  
 Co. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact: \_\_\_\_\_

Soils Testing  
 Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contractor's License #: \_\_\_\_\_ Exp: \_\_\_\_\_  
 City Business License #: \_\_\_\_\_ Exp: \_\_\_\_\_  
 Worker's Comp. #: \_\_\_\_\_ Exp: \_\_\_\_\_

Owner:  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contractor's License #: \_\_\_\_\_ Exp: \_\_\_\_\_  
 City Business License #: \_\_\_\_\_ Exp: \_\_\_\_\_  
 Worker's Comp. #: \_\_\_\_\_ Exp: \_\_\_\_\_

Plans  
 Prepared by: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 License #: \_\_\_\_\_

**PROJECT INFORMATION**

Commercial     Residential  
 Acreage: \_\_\_\_\_  
 Hydrology Included:     Yes     No  
 Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Soils  
 Engineer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 License #: \_\_\_\_\_

Encroachment Items:     Yes     No  
 Related or Previous Planning or Plan Check Case Number(s):  
 \_\_\_\_\_

Engineering  
 Geologist: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 License #: \_\_\_\_\_

**For Office Use Only:**

**PLAN CHECK FEE SUMMARY**

Grading Plan Check: \$ \_\_\_\_\_ Pre-Inspection Fee: \$ \_\_\_\_\_  
 Zoning Deposit: \$ \_\_\_\_\_ Total Fees Paid: \$ \_\_\_\_\_  
 Automation Fee: \$ \_\_\_\_\_  
 Engineering Plan Check: \$ \_\_\_\_\_  
 RECEIPT NO.: \_\_\_\_\_ TMPG #: \_\_\_\_\_

By signing below, I certify the above information to be true and correct.

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_ PRINT APPLICANT NAME \_\_\_\_\_





# INFORMATIONAL BULLETIN

Bulletin No. 262  
Page 1 of 1  
Effective: 06/18/96  
Approved: *Robert [Signature]*

## GRADING BONDS

### (SECTION VI 125 SECURITY REQUIREMENTS)

(1) Grading Bond amounts are to be computed utilizing the City of Irvine's Approved Engineering Cost Estimate Form - subject to the following limitations:

(a) The Unit amount utilized for cut/fill will vary according to the following schedule:

<u>Yardage</u>		<u>Cut</u>	<u>Fill</u>
50 - 100	Cubic Yard	6.40	5.20
≥ 101 - 1000	" "	5.40	4.20
≥ 1001-10,000	" "	4.40	3.20
≥ 10,001 - 100,000	" "	3.40	2.20
≥ 100,001 - 200,000	" "	2.40	1.20
≥ 200,001 or greater	" "	1.00	0.75

The above calculated amounts may be reduced up to an additional 75% depending upon the difficulty of the project.

(2) Hardscape: Amounts based on City of Irvine Engineering Cost Estimates; said amounts may also be reduced by an amount of up to 50%.

1. Permit applicant may request a reduction in the bond amount in increments of 25% i.e., when 25% of the grading requirements have been completed, a written request for a 25% reduction in the bond amount may be made to Inspection Services by the applicant. Upon confirmation of work completed and approval by the Chief Building Official, applicant may replace the original bond by another having a reduction of 25%.

The amount of the security may be reduced by the Chief Building Official or his designated representative to the extent that he determines that potential hazards or the nature of the project do not justify the full amount.