

## Phased Document Submittal

California Building Code Appendix Chapter 1 (*Tuolumne County Administrative provisions*), Section 106.3.3 allows, at the Building Official's discretion, the issuance of a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building have been submitted. Phased Document Submittals and reviews shall only be allowed on large scale projects when deemed necessary due to the complexity of the project and, as determined by the Building Official, to be beneficial to the client, the public and the Agency. All requests for Phased/Foundation Only Permits shall be on a case-by-case basis. Truss calculations for any new building or addition shall **not** be allowed to be phased or differed. Be advised that separate permit numbers shall be issued and that separate fees shall be assessed for a Phased Submittal or Foundation Only Permit.

### Foundation Only Permit

A **Foundation Only Permit** shall be granted with the full understanding of the applicant that all work shall be done at their own risk. Should any structural conditions change due to plan review of the super structure or by subsequent changes during the course of the review or construction of the structure the applicant shall be responsible to submit revisions to the Tuolumne County Community Resources Agency Building and Safety Division for review and approval and make all applicable changes to the foundation system. A Foundation Only Permit shall be the only structural portion of a building to be phased.

A **Foundation Only Submittal** shall include the following:

1. A statement of scope of work on the cover sheet of the plans, clearly specifying the work to be included in the construction (e.g. foundation, basement walls, ground floor slab, etc).
2. Accompanying calculations for the foundation only portion, including any shoring design.
3. A Foundation or ground floor slab plan showing the assumed superstructure loads at the applicable location used for the design of the foundation only portion. This shall include all hold-downs etc.
4. 3 sets of plans including 5 site plans, grading and shoring plans as appropriate, and first floor plan with a note identifying it as "for reference only". **(Other sheets of the drawings not related to the scope of work should be excluded from the set).**
5. Complete structural plans and calculations identified for reference only.
6. A completed "Request for Foundation Only Permit" form (attached).

### Nonstructural Phased Submittals

Phased Submittals for other disciplines, including Mechanical, Electrical, Plumbing, Accessibility, Fire Life Safety and Architectural submittals, will be allowed on a case-by-case basis due to the complexity of the project. Prior approval from the Building Official shall be obtained. Each Phased Submittal shall be given a separate permit number and separate fees shall be assessed.

A **Nonstructural Phased Submittal** shall include the following:

1. A "Request for Phased Building Permit."
2. A statement of scope of work on the cover sheet of the plans, clearly specifying the work to be included in the construction of the phased submittal.
3. 3 sets of plans including 5 site plans (approved copies if previously granted under Foundation Only Permit). Only plans applicable to the proposed submittal shall be provided. Any additional documents needed for reference purposes shall be provided with a LARGE note identifying it as "for reference only". **(Other sheets of the drawings not related to the scope of work should be excluded from the set.)**
4. The plans shall identify any other phased submittals for the proposed project and date of approval or proposed submittal as applicable.

The following clearances are required, **as applicable**, prior to the issuance of a **Foundation Only** permit or **Phased Submittal** permit:

- Planning Division
- Building and Safety Division
- Environmental Health Division
- Engineering Development Division
- Completed special inspection and structural observation forms
- Fire Department (site access details)
- Survey

# Request for Phased Building Permit

It is requested that a Permit be issued at this time for the following discipline(s):

\_\_\_\_\_,  
authorizing construction of the noted portions for the proposed building, to be located at:  
\_\_\_\_\_.

List all proposed phased submittals for the proposed project:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Previously Approved Phased submittals for this project:

1. \_\_\_\_\_ Permit # \_\_\_\_\_
2. \_\_\_\_\_ Permit # \_\_\_\_\_
3. \_\_\_\_\_ Permit # \_\_\_\_\_
4. \_\_\_\_\_ Permit # \_\_\_\_\_

1. The plans for the entire building have not, at this time, been approved for compliance with applicable State and local laws. No work will be performed under this permit other than described in the scope of work statement on the cover sheet of the drawings.
2. If, as a result of the plan check for the remainder of the building, it is subsequently determined that the scope of work permitted is not adequate, we shall assume full responsibility and all risk of loss which may result due to any required changes. We agree that the building shall conform to the approved final plans as amended, without regard to the stage of construction.
3. The undersigned proceed at their own risk without assurance by the County that a permit for the entire building will be granted.

**OWNER:**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Architect/Engineer:**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Contractor:**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# Request for Foundation Only Permit

It is requested that a Foundation Only Permit be issued at this time, authorizing construction of foundation for the proposed building to be located at: \_\_\_\_\_

1. The plans for the entire building have not, at this time, been approved for compliance with applicable State and local laws. No work will be performed under this permit other than described in the scope of work statement on the cover sheet of the drawings.
2. If, as a result of the plan check for the remainder of the building, it is subsequently determined that the scope of work permitted is not adequate, we shall assume full responsibility and all risk of loss which may result due to any required changes. We agree that the building shall conform to the approved final plans as amended, without regard to the stage of construction.
3. The undersigned proceed at their own risk without assurance by the County that a permit for the entire building will be granted.

**OWNER:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Architect/Engineer:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Contractor:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_