

Foundation Only Permit Requirements

1. What is the purpose of a Foundation Only Permit?

The California Building Code Section 107.3.3 allows the Building Official to issue a permit for the construction of part of a building or structure before the plans and specifications for the entire building or structure have been approved. This is only done provided adequate information and detailed statements have been filed complying with all pertinent requirements of the City of Roseville. The holder of such permit will proceed at his own risk without assurance that the permit for the entire building or structure will be granted.

2. What types of buildings qualify for a Foundation Only Permit?

Foundation Only Permits may be issued for new commercial, office or industrial projects.

3. How do I obtain a Foundation Only Permit?

Applicants should apply by submitting online through the [OPS Portal](#) or by submitting required items on a flash drive or similar data storage device at the Permit Center, located at 311 Vernon Street. For additional information please call (916) 774-5332.

4. When can a Foundation Only Permit be applied for?

A Foundation Only Permit can be applied for only when a full building permit submittal has been made and the City via the Engineering Division has the ability to determine that the improvement plans are substantially complete.

5. What are the conditions of the agreement for a Foundation Only Permit?

The issuance of a Foundation Only Permit is contingent upon the owner and the architect and/or engineer agreeing to the following conditions:

1. The permit is issued with the understanding that the owner assumes all responsibility for construction of the applicable phase.
2. The owner agrees to make any item constructed under the partial permit conform to the final approved plans, understanding that subsequent plan review may (1) disclose design errors and omissions or, (2) require changes because of the then-governing construction laws.
3. The foundation shall be designed to provide adequate support for the parapet walls to screen all roof mounted HVAC equipment, per the conditions of approval.

6. What items must be completed in order to obtain a Foundation Only Permit?

The Building Division will verify that the following items have been addressed:

- All City, State and Federal project entitlements have been secured and approved.
- A full building permit submittal has been made to the Building Division and routed for review and comment by the other City Departments.
- Civil on-site and off-site improvement plans have been **determined to be substantially complete** by the Engineering Division; all required encroachment and grading permits have been issued; bonds have been submitted; and all applicable fees have been paid.
- The building pad has been certified for grade and compaction as required by the Building Division.
- The Fire Department shall have approved all site development features such as access, fire hydrants, etc.
- When applicable, clearance for hazardous materials shall be obtained from the Fire Department prior to Foundation Only Permit issuance.

7. The project applicant shall provide the following:

- Plans, specifications, and reports shall be submitted which include:
 1. Fully dimensioned site plan and vicinity map.
 2. Applicable construction drawings, specifications, geotechnical reports relating to the foundation work and any special inspections required (if applicable). Construction drawings shall include all underground work including but not limited to, mechanical, plumbing and electrical. Plans are to be clearly labeled **Foundation Only**.
- In addition, the applicant shall provide the following:
 3. Completed agreement for soil testing and observation (if applicable).
 4. Special inspection forms with required signatures (if applicable).
 5. The attached Foundation Only Agreement Form shall be completed, signed and returned to the Building Division. Accompanying this form shall be a written request for the issuance of a Foundation Only Permit.

8. The following outlines the fees that shall be paid at the time of issuance of a Foundation Only Permit

- The fee for a Foundation Only Permit is 50% of the normal Building Permit fee.
- Strong Motion Fee (seismic fee).
- Building Standard Fee.
- Technology Fee (3% of Permit and Plan Check Fees).
- Plan Review Time & Materials Fee (T/M).
- School Mitigation Fees. The forms can be obtained from the Building Division.

NOTE: Subsequent building permit fees will be collected on issuance of the Complete Building Permit.