

CITY OF YUBA CITY  
STAFF REPORT

**Date:** August 18, 2009  
**To:** Honorable Chairman and Board of Directors  
**From:** Administration  
**Presentation By:** Darin E. Gale, Economic Development Manager

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**Summary**

**Subject:** Façade Improvement Program for the Redevelopment Project Area  
**Recommendation:** a) Authorize the establishment of a Façade Improvement Program for the Redevelopment Project Area and authorize staff to enter into Owner Participation Agreements not to exceed \$25,000 per qualified business  
b) Authorize the Finance Director to record a supplemental appropriation for \$250,000 from Redevelopment Bond proceeds into a new CIP account  
**Fiscal Impact:** \$250,000 from Redevelopment Project Funds. The current balance available is \$3.4 Million for Redevelopment activities

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**Background:**

Beginning in 1993, the City and Redevelopment Agency began a program that offered free design services and grant assistance to downtown property owners to make improvements to the facades of their buildings. Out of a total of 57 businesses that were assisted from 1994-2003, the Agency contributed \$171,773 in architecture and design services and the CDBG program provided \$297,841 in grant assistance. This generated private investment of \$805,340 by the business owners.

In 2001, the State Legislature amended Labor Code §1720 defining public works projects for prevailing wage purposes to include construction, alteration, demolition, or repair work paid for in whole or in part out of public funds. *This resulted in the Program no longer being practical for business participation and ceased being active.*

Both the Amended Redevelopment Project Five-Year Implementation Plan and the Economic Development Strategic Workplan that were adopted in 2008 have stated goals that address the Council's desire to create a positive and inspiring self image. One of the means identified is by beautifying our gateways and corridors by providing incentive programs that assist businesses with rehabilitating commercial buildings and storefronts that would encourage economic stability and attract new commercial uses.

The establishment of a new Façade Improvement Program would meet the parallel goals of both the Economic Development Strategic Workplan and the Amended Redevelopment Five-Year Implementation Plan. Redevelopment and Community Development staff have developed program guidelines and grant assistance amounts for an updated program to meet Council and Agency goals. The new Façade Improvement Program seeks to bring new life to existing buildings by enhancing visual attractiveness and design, reduce non-conforming conditions of commercial properties, and facilitate growth and economic stability within the Redevelopment Project Area.

### **Analysis:**

The new Façade Improvement program is proposed to be paid up-front by the business owner with reimbursement of actual costs paid upon completion of improvements. For every three dollars invested by the business owner, two dollars would be reimbursed by the Agency when the project is completed (up to a maximum of \$25,000). In order to receive the full \$25,000 grant, a participant must have a \$37,500 project commitment. Any costs over \$37,500 would be 100% funded by the property owner. The program would be limited to businesses located in the Redevelopment Project Area as Redevelopment funds would be used. Priority would be given to projects within the Highway 20 corridor and the Downtown Plumas Street Shopping District. Eligible activities may include: Storefront renovations, signs; awnings; window/door modifications; exterior lighting; landscaping and fencing. With pre-approval by the Agency, costs for the removal of non-conforming signs may be 100% reimbursable by the Agency and not count as part of the \$25,000 grant award.

Final grant approval would be contingent upon the property owner entering into a Façade Program Owner Participation Agreement ("OPA") with the Redevelopment Agency. The purpose of this agreement is to document the terms of the grant award, timeline for completion, and acquire, via the rebate, the property owner's covenant to make and maintain for a minimum of five (5) years the improvements approved for reimbursement by this program.

- Staff is currently exploring options for local banks to provide low-interest loans to business owners who are participants in the Façade Improvement Program. The loan agreement would be between the business owner and the bank, with the understanding that the Agency would reimburse 2/3 of the loan to the participant upon completion of the project.

### **Fiscal Impact:**

\$250,000 initial set-aside of Redevelopment Project Funds. The program participants would be reimbursed up to \$25,000 with 1/3 of matching costs paid by the business owner.

### **Alternatives:**

- Do not approve program at this time and direct staff to research other options
- Approve program with different levels of Agency participation

### **Recommendation:**

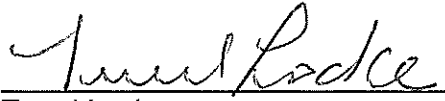
a) Authorize the establishment of a Façade Improvement Program for the Redevelopment Project Area and authorize staff to enter into Owner Participation Agreements not to exceed \$25,000 per qualified business

b) Authorize the Finance Director to record a supplemental appropriation for \$250,000 from Redevelopment Bond proceeds into a new CIP account

### **Attachments:**

- Façade Improvement Program Guidelines

Prepared By:



Terrel Locke  
Administrative Analyst

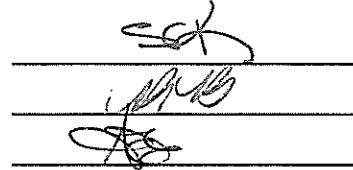
Submitted By:



Steven R. Jepsen  
City Manager

Reviewed By:

Assistant City Manager  
Community Development Director  
Finance  
City Attorney  
Agency Attorney



Email – T. Hayes

Email – E. Walsh

## **OVERVIEW**

Both the Amended Redevelopment Project Five-Year Implementation Plan and the Economic Development Strategic Workplan that were adopted in 2008 have stated goals that address the Council's desire to create a positive and inspiring self image. One of the means identified is by beautifying our gateways and corridors by providing incentive programs that assist businesses with rehabilitating commercial buildings and storefronts that would encourage economic stability and attract new commercial uses.

The program is sponsored by the City's Redevelopment Agency, and project funding is subject to availability of program funds. The Agency provides project oversight and coordination with other City departments. Eligible projects must be within the Redevelopment Project Area.

## **HOW IT WORKS**

The Façade Improvement Program provides a partial reimbursement to business and property owners in the Redevelopment Project Area for renovating and improving their building façade or exterior with an agreement to maintain those improvements. Through such improvements, the Agency's goal is to improve the appearance of the Redevelopment Project Area, encourage existing businesses to stay in the redevelopment area, and attract new business, customers, jobs and investments into the area. The program is intended to assist those businesses that would not be able to make these improvements without assistance from the Redevelopment Agency.

The rebate is a partial, and yet significant, reimbursement. For every three dollars spent by the business or property owner on the approved façade or exterior, the Redevelopment Agency will provide a rebate of two dollars. The maximum grant amount is \$25,000 (requiring an overall project cost of \$37,500 – or commitment of \$12,500 from the property owner). Any funds spent over \$37,500 will be paid 100% by the property owner. Rebates are provided as a reimbursement of actual costs at the completion of the project. Costs for the removal of non-conforming signs will be 100% reimbursable by the Agency and will not count as part of the \$25,000 grant award. Approval by the property owner is required if the business does not own the building.

### **Program Area:**

Commercial property projects within the Redevelopment Project Area (see map) are eligible to participate in the Façade Improvement Program. Priority will be given to projects within the Highway 20 corridor and the Downtown Plumas Street Shopping District.

### **Eligible Projects:**

To qualify for consideration, improvements must make exterior modifications to the building façade that improve and add value to the location. Improvements that can be considered include:

- Storefront Renovations, including application of New Materials such as Stucco, Siding, Tile, etc.
- Signs
- Awnings
- Window/Door Replacement or Modifications

- Exterior Lighting
- Removal of Non-conforming Signs
- Landscaping and Fencing

**Ineligible Applicants/Projects:**

- Work that is considered routine maintenance, such as repainting or replacement of cloth awnings are not eligible, however, these items may be eligible for the rebate if done in conjunction with other façade work
- Applications will not be accepted for improvements already completed
- 50,000+ square foot retailers
- Improvements to national franchises or businesses

**Other Department Approvals:**

All exterior work is subject to Yuba City's Design Guidelines. Most projects eligible for a Façade Improvement Program rebate will also need to obtain a Building Permit from the City's Building Division. It is recommended that submittal of plans to the Building Division be done after approval of the Façade Improvement Program Application. However, if changes to the project are required by City Staff in order to approve the Façade Program Application, it is the responsibility of the applicant to submit corrected copies of the plans to the Building Division. This *may* increase Building plan check costs. All signs proposed as part of a Façade Improvement Program require review and approval of a Sign Permit from the Planning Division. Copies of the Community Development Department Procedures on "How to Obtain a Building Permit" and "Sign and Awning Permit Requirements" are attached.

**Prevailing Wage:**

Labor Code §1720 defines public works projects for prevailing wage purposes to include construction, alteration, demolition, or repair work paid for in whole or in part out of public funds. The Façade Improvement Program is funded by Redevelopment Agency Project funds, and as such, is considered public funds and is subject to prevailing wage. When contracting for construction services, the applicant must pay prevailing wages. Reimbursement of costs will be contingent upon presentation of wage rate certifications to the Agency.

**APPLICATION PROCESS**

**Step 1 – Pre-application Meeting**

Applicants are ***strongly*** encouraged to request a pre-application meeting with staff to review the scope of work prior to having architectural drawings completed and/or prior to submitting an application. To request a preliminary meeting, please contact the Community Development Department at (530) 822-4700 or email Katie Ertmer at [kertmer@yubacity.net](mailto:kertmer@yubacity.net).

**Step 2 – Initial Staff Review**

The applicant shall submit to the Redevelopment Agency:

- Preliminary Façade Improvement Program Application

- Proposal of Improvements Desired
- Estimated Budget and Financing Options
- Copy of Grant Deed

Staff will review the information and determine if the proposed project meets program requirements, are reasonable improvements, and if funding is available. Please note that there are specific design guidelines for the Central City Specific Plan area. For a copy of the specific design guidelines for this area, please contact Community Development at (530) 822-4700 or email Katie Ertmer, Senior Planner at [kertmer@yubacity.net](mailto:kertmer@yubacity.net).

If staff determines that the initial information provided meets program criteria, the project will be tentatively approved. Within one week of submittal, staff will send written confirmation to the applicant. If the project does not qualify, staff will provide the reason in writing. Until **Step 3** is completed, the proposed project is only **tentatively** approved.

The Redevelopment Agency budgets a specific amount for the Façade Improvement Program. If more applications are received than funds are available, the Agency will prioritize the applications based on location within the redevelopment project area, benefit the project has upon the redevelopment area, and the level of financial participation by the property owner.

### **Step 3 – Final Completed Application**

The applicant will have 90 days from the date of the confirmation letter to submit final project information. Failure to submit the required information within 90 days will result in the automatic withdrawal of the application and reserved funds.

In order for staff to accept the application as complete, the following information must be submitted to the Redevelopment Agency:

- Materials/color board (paint chips, material samples, etc.)
  - Note: If proposing cloth awnings, a copy of a minimum five year guarantee must be submitted
- Elevations of building prepared by a licensed architect or engineer
  - Note: elevations should label existing and proposed materials and colors
- Color rendering of elevations (can be reduced size)
- Site plan (if landscape or site work will be done in conjunction with façade work)
- Detailed budget of façade work, including materials, labor and permit costs, including statement acknowledging prevailing wage requirement

### **Step 4 – Project Approval**

Agency and City staff will review the proposed improvements to assure compatibility with surrounding buildings, adherence to applicable design guidelines, and reasonable cost estimates. Staff will notify the applicant in writing when the application has been administratively approved. Depending on the specific improvements proposed, plans may also be reviewed by the Building Division, Engineering Division, Fire Department or other departments, as necessary. Staff will consult with other departments on plans submitted; however, it is the responsibility of the applicant to ensure that improvements comply with all required standards, codes and regulations of applicable City departments.

Final approval is contingent upon the property owner entering into a Façade Program Owner Participation Agreement (“OPA”) with the Redevelopment Agency. The purpose of this agreement is to document the terms of the grant award, timeline for completion, and acquire, via the rebate, the property owner’s covenant to make and maintain for a minimum of five (5) years the improvements approved for reimbursement by this program.

### **Step 5 – Project Completion**

All façade improvements must be performed within 180 days of written approval by the Redevelopment Agency or upon issuance of a building permit, whichever is agreed upon as part of the OPA. Failure to meet the performance timelines agreed upon as part of the OPA may result in the automatic withdrawal of the application and reserved funds. Some improvements may take a longer time period to complete if they are being performed in conjunction with other building improvements, such as a major interior remodel, that are not part of the Façade Improvement Program application. Extensions of time must be requested in writing to the Redevelopment Agency, 1201 Civic Center Blvd, Yuba City CA 95993.

To be considered complete and eligible for reimbursement, the applicant must provide the following:

1. A façade inspection by Community Development staff that confirms that the elevations, color and materials match the approved plans
2. Certificate of Project Completion from the Community Development Department
3. Copies of the final building permit (if applicable)
4. Certificate of Occupancy (if applicable)
5. Evidence of payment of prevailing wage rates (California Department of Industrial Relations Public Works Payroll Reporting Form and certification)

### **REBATE PROCESS**

*[This section may be expanded, pending discussion of program participation  
between the business owners and local banks]*

The Façade Rebate provides for two-thirds of the project cost up to the maximum amount of \$25,000. In other words, for every three dollars spent by the business/property owner, the Agency will reimburse two dollars. Costs for removal of non-forming signs will be 100% reimbursable by the Agency and will not be counted as part of the original grant.

### **Step 6 – Requesting Reimbursement**

The Agency will reimburse the applicant upon completion of the improvements, submission of detailed invoices and receipts, and a certificate of completion from the Community Development Department. To receive payment, the applicant must provide or complete the following:

- Copies of Completion Documents listed in Step 5
- Detailed receipts or invoices that match the project description and final budget. If other building improvements were made in conjunction with the facade improvements, please provide separate costs summary related to the façade improvements
- Other verifications as may be necessary
- Upon verification of receipts, reimbursement will be made within 30 days

Redevelopment Agency of the City of Yuba City  
Façade Improvement Program Guidelines

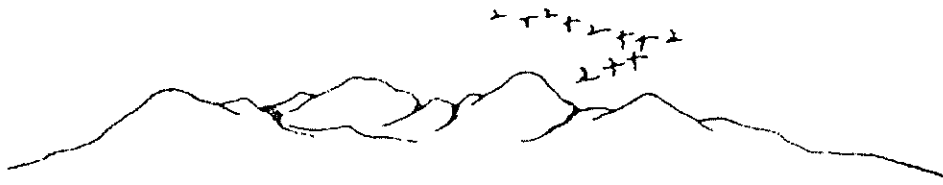
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**Project Timeline and Check-off list**

Step	Description	Materials Needed	Date	Complete
1	Pre-Application Meeting			
a)		Program & Design Guidelines		
2	Initial Staff Review			
a)		Preliminary Application		
b)		Proposed Project		
c)		Estimated Budget		
3	Completed Application			
a)		Elevations		
b)		Materials		
c)		Site Plan		
d)		Detailed Budget		
4	Project Approval			
a)		Owner Participation Agreement		
5	Project Completion			
a)		Final Building Permits		
b)		Certificate of Occupancy		
c)		Confirmation Letter from Community Development		
6	Rebate			
a)		Final Budget		
b)		Detailed Receipts and Invoices		

Attachments:

- Yuba City Façade Improvement Program Application
- Map of Redevelopment Project Area
- Community Development – How to Obtain a Building Permit
- Community Development – Sign & Awning Permit Requirements



**Yuba City Redevelopment Agency**  
**Façade Improvement Program Application**

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Business Name: \_\_\_\_\_

Applicants(s) Name: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

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

*Please indicate what improvements you wish to make to the exterior of your building:*

- |  |  |
|--|--|
| <input type="checkbox"/> Awnings           | <input type="checkbox"/> Painting/Stucco or Other Exterior Enhancement |
| <input type="checkbox"/> Signs/New         | <input type="checkbox"/> Removal of Old Signage                        |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Windows/Doors                                 |
| <input type="checkbox"/> Landscaping       | <input type="checkbox"/> Parking/Accessibility improvements            |

*Please prioritize your goals on this project:*

(1= very important      2 = important      3 = not an issue)

- |  |   |
|--|---|
| <input type="checkbox"/> Upgrade Image       | <input type="checkbox"/> Neighborhood Revitalization  |
| <input type="checkbox"/> Safety/Security     | <input type="checkbox"/> Increase Business Visibility |
| <input type="checkbox"/> Beautify Storefront | <input type="checkbox"/> Other: _____                 |

What is your budget (without City's match)? \_\_\_\_\_

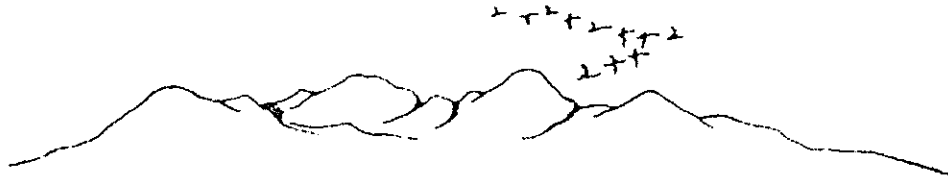
How will your project be financed? \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Approval by the property owner is required if the business does not own the building.*



*Cover Sheet*  
*Façade Improvement Program*  
*Step 2 - Initial Staff Review*

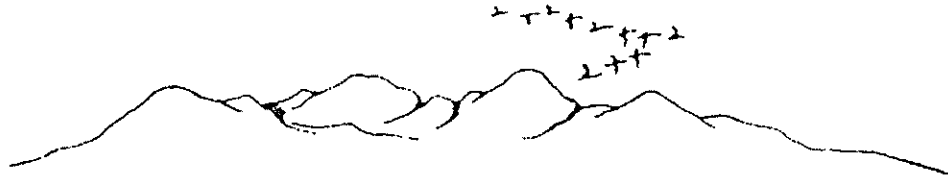
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Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

**Documents Attached:**

- Façade Improvement Program Application
- Proposal of Improvements Desired
- Estimated Budget and Financing Options
- Copy of Grant Deed



***Cover Sheet***  
***Façade Improvement Program***  
***Step 3 - Final Completed Application***

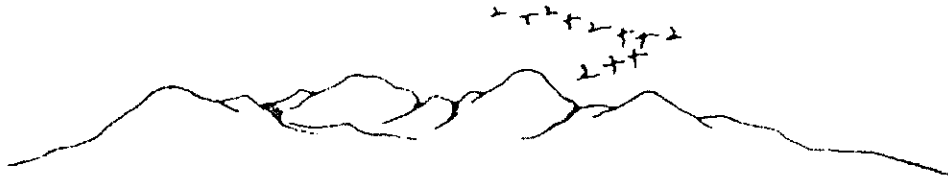
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Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

**Documents Attached:**

- Materials/Color Board (paint chips, material samples, etc.)
- Elevations of building prepared by a licensed architect or engineer
- Color rendering of elevations (can be reduced in size)
- Site plan (if landscape or site work will be done in conjunction with façade work)
- Detailed budget of façade work, including materials, labor and permit costs, including statement acknowledging prevailing wage requirement



*Cover Sheet*  
*Façade Improvement Program*  
*Step 5 – Project Completion*

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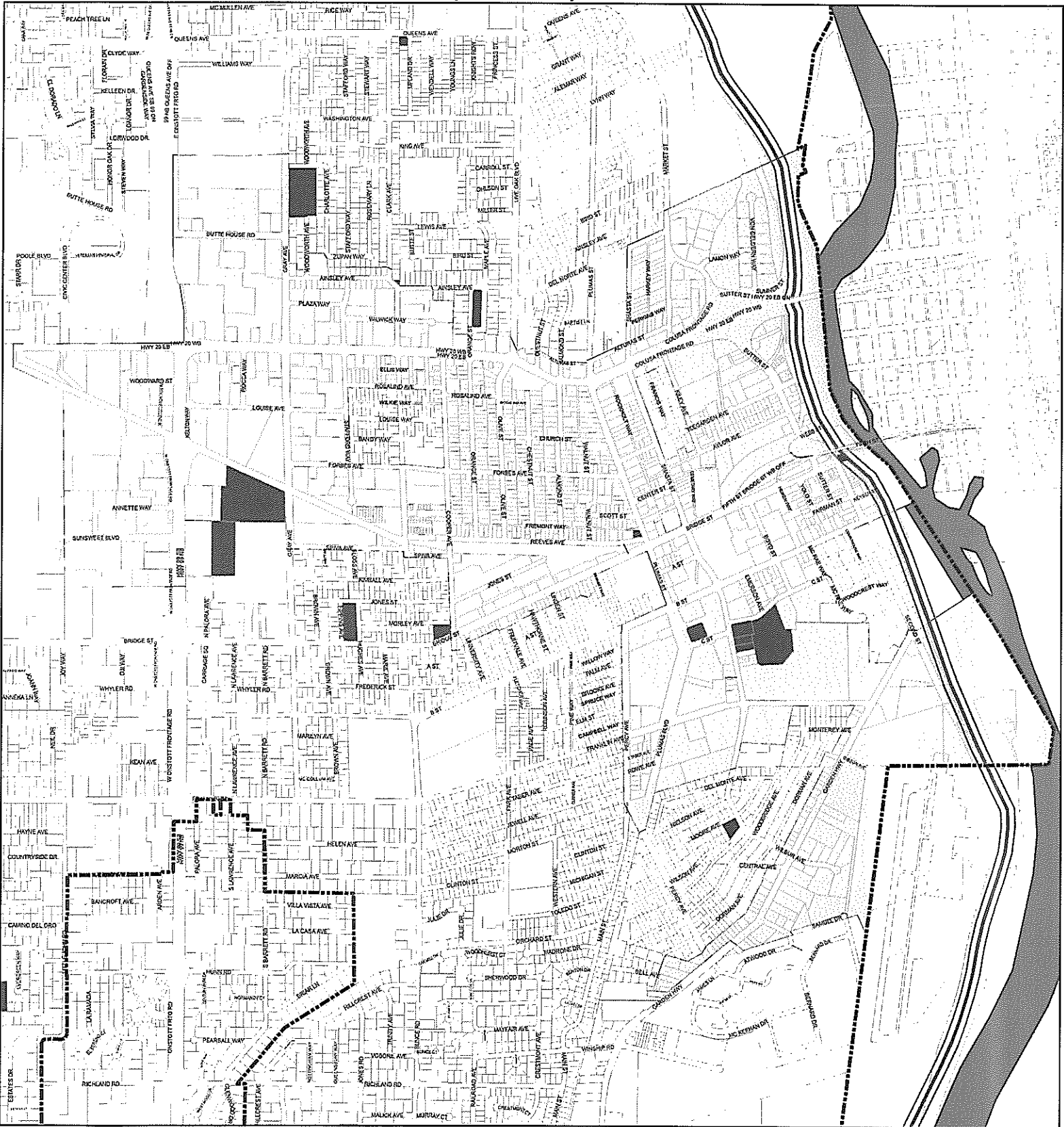
Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

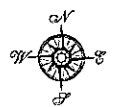
**Documents Attached:**

- Certificate of Project Completion from the Community Development Department
- Copies of Final Building Permit (if applicable)
- Certificate of Occupancy (if applicable)
- Evidence of Payment of Prevailing Wage (California Department of Industrial Relations Public Works Payroll Reporting Form and certification)

# City of Yuba City Redevelopment Project Area



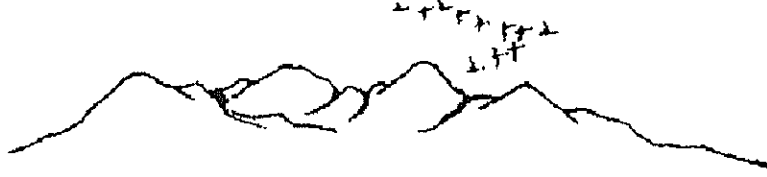
	City Limits		Parks
	Bridges		Schools
	Levee		Redevelopment Area
	Parcels		River



This map is not drawn to scale.  
For representational purposes only.



# THE CITY of YUBA CITY COMMUNITY DEVELOPMENT DEPARTMENT



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## HOW TO OBTAIN A BUILDING PERMIT

### COMMERCIAL AND INDUSTRIAL STRUCTURES

#### *Permit Application*

1. Obtain a building permit application packet from the building department:
  - a. Complete the application and sign where applicable. Owner must be the record owner of the parcel; If you are the lessee you must have a copy of the lease agreement.
  - b. **When other than the owner or licensed contractor is signing for the permit, a notarized Letter of Authorization is required, giving authority to sign as an agent.**
  - c. A Certificate of Worker's Compensation coverage, a copy of the contractor's license, and a City's Business License will be required for permit issuance.

#### *Submittal Documents (Underlined forms are included with this packet)*

1. Design Engineer's Structural Calculations.
2. Title 24 Energy Calculations and Forms.
3. Engineer's Soil Report containing site conditions and compaction reports.
4. For those projects requiring Special Inspections per Sec. 1701 of the U.B.C., submit a completed Special Inspection and Testing Agreement.
5. Owner's obtaining a permit must read and sign the Owner builder Verification Form.
6. Structures being altered, remodeled, or added on to must complete an Asbestos Notification Statement
7. Completed Hazardous Materials Survey form.
8. A School Certificate must be submitted for all new construction, including additions. The School Certificate of Compliance form can be obtained from the Yuba City Unified School District office or their website.

#### *Plans Required*

Submit 6 complete sets of construction plans for review to include 2 wet stamped & signed sets, 2 additional sets of just civil plans, and 2 sets of supporting documents & calculations.

Plan distribution is as follows:

- 1 full set of plans & calcs – Building Division architectural/fire/life/safety/accessibility review
- 1 full set of plans & calcs – Building Division structural review
- 1 full set of plans - Planning Division review
- 1 full set of plans - Public Works, Engineering Division Review
- 1 civil plan set - Public Works, Sewer/Water Division review
- 1 full set of plans - Fire Department review
- 1 civil plan set - Utilities, Water Division review
- 1 full set of plans - Utilities, Sewer Division Review

We **do not** route to the Sutter County Environmental Health Dept., you will need to submit a separate plan to them if the project requires Health Department approval.

***Commercial plans to be designed by a licensed professional unless considered to be an exempt structure in accordance with Business & Professions Code Section 5537 (a).***

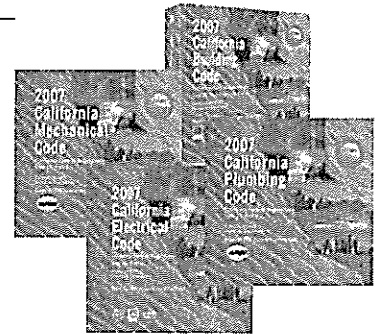
### COMMERCIAL BUILDING PLAN REQUIREMENTS

THE BUILDING DEPARTMENT WILL NOT ACCEPT AN APPLICATION FOR A COMMERCIAL BUILDING PERMIT UNLESS THE MINIMUM CRITERIA LISTED BELOW ARE MET. WET SIGNATURE MUST BE ON ALL DOCUMENTS BY DOCUMENT MAKER.

1. **A SITE PLAN** (MINIMUM SCALE 1"=20'). This site plan must show the entire parcel with lot dimensions. It must show the proposed structure (with all projections and dimensions) and all existing structures. This plan must show all easements and utilities to curb. This plan must show all distances to property lines and/or easements and between other existing structures. Indicate North arrow. Provide parking layout, driveways, photometric lighting analysis and location of all fencing.
2. **COVER SHEET.** Provide name, title, registration, address and phone number of registered design professional in responsible charge. Provide same information for all other design professionals involved in the plan preparation. Indicate property address and property owner's name, address and phone. Specify applicable codes and editions, description of work, occupancy, type of construction, occupant loads per use, gross area (by floor and occupancy, with totals), building height, and index for drawings.
3. **GRADING AND DRAINAGE PLANS.** Indicate tops and toes of slopes.
4. **OFF SITE IMPROVEMETN PLAN.** Street paving, curbs and gutters, bus stops, sidewalks, etc.
5. **LANDSCAPING PLAN.** Show irrigation plan and detailed planting schedule. Show accessory structures, walkways, decks, etc.
6. **ARCHITECTLURAL AND STRUCTURAL PLANS.** Provide the following plans: foundation, floor and roof framing plans, seating plans, exterior elevations, structural material specifications, structural and architectural details (window and door: head, sill and jamb; flashing: vertical junctures of intersections; roof: eaves, overhangs, rake and gables; floor changes: elevation changes and material changes; handrails and guardrails (and their support); structural sections with details (from roof to foundation); details of all fire rated assemblies including penetration protection and section of fire rated corridor. (Provide scale for all drawings.)
7. **HVAC, ELECTRICAL & PLUMBING PLANS.** HVAC equipment and duct location, layout of fire damper, electrical outlets, switches, fixtures, service panels size and ground, sub-panel location and load. Plumbing fixtures and design schematic for drainage, supply, and gas lines. Single line diagrams, panel schedules and load calculations. Sprinkler plan and hydraulic calculations.
8. **PRE-FAB TRUSSES.** Submit roof-framing plan with truss ID numbers. Provide details of splices, connections, plate sizes and gable bracing and bridging. Truss specifications must be wet signed by **both** the Truss Designer **and** by the Project Engineer. Provide single line truss diagram with all vertical and lateral load including bearing points shown with reference to the framing plan.
9. **TITLE 24 – ENERGY.** As part of the plans, submit a drawing page with the CF-1 form (with all required signatures), back-up forms, heat gain/loss calculations and mandatory features.

**Applicable Codes**

<u>Code Edition</u>	<u>Effective Date</u>
2007 California Electrical Code <i>(Based on the 2005 National Electrical Code)</i>	January 1, 2008
2007 California Building Code <i>(Based on 2006 International Building Code)</i>	January 1, 2008
2007 California Mechanical Code <i>(Based on 2006 Uniform Mechanical Code)</i>	January 1, 2008
2007 California Plumbing Code <i>(Based on 2006 Uniform Plumbing Code)</i>	January 1, 2008
2007 California Fire Code <i>(Based on 2006 International Fire Code)</i>	January 1, 2008
2007 California Energy Code	January 1, 2008
2007 California Historical Code	January 1, 2008
2007 California Existing Building Code	January 1, 2008
2007 California Referenced Standards Code	January 1, 2008
2007 International Property Maintenance Code	January 1, 2008
1997 Uniform Housing Code	January 4, 1996
2006 Uniform Swimming Pool, Spa, and Hot Tub Code	January 1, 2008



**Community Development Department & Related Agencies**

Community Development Department office hours are 8:00am to 5:00pm Monday through Friday.  
 Building Inspector office hours are 8:00 AM to 8:30 AM and 4:00 PM to 4:30 PM.

Building Division Staff Directory:

<u>Division Staff</u>	<u>Name</u>	<u>Telephone No.</u>	<u>E-Mail</u>
Com. Dev. Director	Aaron Busch	822-4700	<a href="mailto:abusch@yubacity.net">abusch@yubacity.net</a>
Chief Building Official	Paul Klein	822-4763	<a href="mailto:pklein@yubacity.net">pklein@yubacity.net</a>
Plans Examiner	Mike Campos	822-4758	<a href="mailto:mcampos@yubacity.net">mcampos@yubacity.net</a>
Building Inspector I	Steve Elias	822-7592	<a href="mailto:selias@yubacity.net">selias@yubacity.net</a>
Building Inspector II	Perry Laswell	822-5195	<a href="mailto:plowell@yubacity.net">plowell@yubacity.net</a>
Community Dev Tech I	Terry Kopp	822-5145	<a href="mailto:tkopp@yubacity.net">tkopp@yubacity.net</a>
Community Dev Tech II	Tammie Rikard	822-5190	<a href="mailto:trikard@yubacity.net">trikard@yubacity.net</a>

<u>AGENCY</u>	<u>TYPICAL REQUIREMENTS</u>	<u>PHONE NO.</u>
Yuba City Planning Division	Parking, Landscaping, Use Permits, Signs, Etc.	822-4700
Yuba City Public Works	Driveways, Sidewalks, Water and Sewer Connections, Off-Site Improvements, Traffic Counts, Drainage, etc.	822-4626
Yuba City Fire Department	Fire Sprinkler & Alarm Systems	822-4714
City Finance Department	Utility Billing & Business License	822-4819
City Redevelopment Agency	Special Zones	822-4722
City Finance Department	Utility Billing, Business License	822-4618
Economic Development	Special Zones	822-4601
Yuba City Unified School Dist.	Developer Fees	822-7621
PG & E	Service and Meter Locations	634-6477
AT&T Telephone	Telephone Service Locations	741-9703
Comcast	Cable Service Locations	674-9093
Sutter County Public Works	Zone Drainage Fees	822-7450
Sutter County Environmental Health	Food & Drink Establishments	822-4700

1201 Civic Center Blvd., Yuba City, CA 95993  
 Phone (530) 822-4629 • Fax (530) 822-7575 • Inspection Scheduling (530) 822-4901

## Inspection Process:

One day advance notice is required for inspection scheduling. Our inspection request line is a voice mail box which can be accessed 24 hours a day, however, you must request your inspection by 5:00 PM the preceding business day. We cannot accommodate specific times nor early or late requests. ***Your permit card and approved plans must be made available at the time of inspection.*** If you are not ready for the requested inspection when the inspector arrives you will need to call and reschedule for the next day. Inspectors will not return to a job site the same day.

**Our 24-hour building inspection scheduling line is:  
(530) 822-4901.**

Your inspection request message must include the following (in this order please):

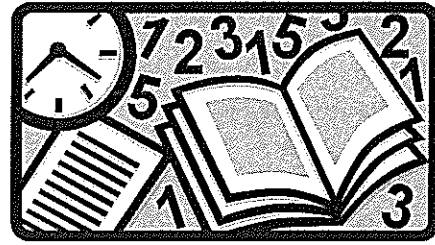
- PERMIT NUMBER
- STREET ADDRESS
- TYPE OF INSPECTION
- DAY/DATE



You may also leave a contact number and/or special instructions if you feel it is necessary. Please do not request a call back to confirm that your inspection has been scheduled. As long as you call your inspection in before 5:00 PM the business day before you need it and you provide all the information noted above, your inspection will be scheduled as you specify. We will also not be able to call you back to give you an estimated time of when the inspector will be there or to give you advance notice of the inspection.

**YOU ARE RESPONSIBLE TO PROVIDE ACCESS TO THE INSPECTOR FOR THE INSPECTION. If you are unable to be there, you will need to leave a note giving the inspector permission to enter and a key or unlocked door or gate.** Additionally, inspectors will not enter backyards when dogs are present or enter houses when only minors are present. Inspectors do not carry ladders, therefore ladders must be provided when necessary to perform the inspection.

## The Building Permit Process & Time Lines:



**PLAN REVIEW** – 1<sup>st</sup> Review  
Plan Review – Subsequent reviews (re-checks)

3 Weeks (15 Working Days)  
1 Week (5 Working Days)

### **EXPIRATION OF PERMIT APPLICATION**

Permit application will expire 6 months after plan submittal if a building permit is not issued.

### **CODE EFFECTIVE DATES**

The codes that are in effect at the time of permit application submittal will apply to the permit.

### **BUILDING PERMIT EXPIRATION**

A building permit will expire after 6 months of non-activity. Once a building permit is issued, work must progress and inspections must be called for at least every 180 days to maintain permit activity.

### **INSPECTIONS**

One day advance notice is required when scheduling an inspection. An inspection must occur within 6 months of permit issuance or within 6 months of the last inspection to avoid expiration of the permit. A final inspection is required on **all** permits when all work is completed. If no final inspection is requested, the permit will expire and become void.

### **NOTICE OF NON-COMPLIANCE**

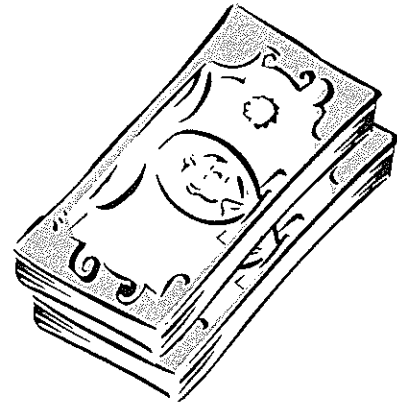
In the event a building permit expires with no final inspection approval, a Notice of Non-Compliance will be filed against the property.

### **FINAL INSPECTION APPROVAL**

A certificate of occupancy (when applicable) will be issued on the date of the final inspection approval.

## **BUILDING PERMIT FEES:**

Building permit fees are based on the project valuation, which includes material and labor. The valuation will be established by the building official by utilizing either the contract price provided by the applicant or calculating the value according to the currently published valuation data provided by the Building Safety Journal. Your building permit information packet will include a fee calculation sheet to assist you in determining your approximate permit fees. The permit fees will be accurately established as part of the plan review process. The only fees which are not included as part of the building permit are the school district fees which apply for any new construction or additions over 500 square feet.



## **FEE COLLECTION PROCESS:**

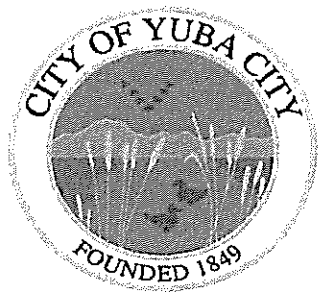
The permit fees are collected in stages as follows:

<b>PLAN REVIEW FEE</b>	At building permit application.
<b>BUILDING PERMIT FEES</b>	At permit issuance.
<b>IMPACT FEES</b> (Applicable to new construction only)	May be paid at permit issuance or prior to final inspection. Please note that gas tags will not be issued if impact fees are due.

## **METHOD OF PAYMENT:**

We accept check, cash, visa or master card.

**\* All fees collected are the fee amounts in effect on the date paid.**



# Community Development Department Planning/Building Division

Phone: (530) 822-4629

Fax: (530) 822-7575

Web: [http:// www.yubacity.net](http://www.yubacity.net)

## Sign & Awning Permit Requirements

- ✚ *All awnings and signs in Yuba City require a Building Permit from the Building Division.*
- ✚ *All awnings and signs in Multi-Family, Commercial or Industrial zoning districts also require Planning Division review and approval as required by the sign ordinance.*
- ✚ *Awnings and signs may not be installed until the Planning Division has approved and a Building Permit is issued. The Building Division will issue a Building Permit only after the Planning Division has approved.*
- ✚ *Before you file and before you do extensive design work on your proposed awning or sign, we recommend that you contact the Planning Staff to discuss how the Sign Ordinance applies to your proposed awning and/or sign. Please call (530) 822-4700 and ask for a Planner. Information on size limitations may be found on the Planning Divisions website at: [www.yubacity.net](http://www.yubacity.net).*

### Application Submittal Requirements

A complete application for design review should include the complete application, two sets of drawings and the required fees. The drawings must include accurately scaled plans of the entire building façade and of the proposed awning and/or sign. Include the following information:

- Note all existing building elements such as doors, windows, signs (include square footage), light fixtures and building materials on a scaled building elevation drawing (minimum scale 1/8" – 1'0").
- On the building elevation drawing show all proposed awnings, signs, graphics and logos. Illustrate the proposed awning(s) and/or signage exactly as they will be located on the building with the square footage.
- Include a site plan, with a north arrow, showing the locations of all proposed awnings and/or signs, dimensions of the building frontage and how far the awning or sign will project over the public right of way.
- Provide photographs of the building, showing all facades on which the proposed awning(s) and/or sign(s) will be located. In addition to existing photographs, photo simulations may be submitted. Photo simulations shall be to scale, including the building façade and building elements and square footage of proposed sign. Photo simulations do not replace the requirement for scaled drawings (elevations, square footage, plans, and sections). Photo simulations are encouraged, but not required.
- Include separate larger-scaled, detailed drawings of all proposed awnings and signs, with the size and style of lettering and/or logos drawn to scale. Indicate all colors and materials proposed for the awning(s) or sign(s); provide an actual fabric sample of the awning or sign material, in the color that is proposed.
- If lighting is proposed, include exact specifications as to the location, number, and type of lamps including conduits, breakers, amps, and conductor sizes. If the awning or sign is proposed to be externally illuminated, provide a manufacturer's brochure of the light fixture(s).
- Include construction details showing how the awning(s) or sign(s) will be attached to the building, including a scaled drawing of the awning or sign frame.
- Provide Engineered drawings and calculations for all signs over 6' in height.
- Fees for Planning Review and Building Permits are set by the City Council and are subject to change. Call (530) 822-4629 for Zoning and Building Permit fees.
- The processing time for awning or sign approval is typically three weeks, but can be sooner depending on staff availability.