City of CORONA — *THE CIRCLE CITY*

Planning & Development Department
Building Division
(Plan Check and Inspection)
Phone: (951)736-2250 Fax: (951)279-3561

www.CoronaCA.gov/Building

Building Plan Check FAQ
And Commonly Missed Items

Frequently Asked Questions

When does my building permit or plan check expire?

Permits expire after 12 months from the date of issuance if not kept active by getting field inspections approved on construction milestones unless an extension is approved in writing by the department. Each inspection required for the project that receives inspection approval keeps the permit active for another 180 days from the date of the inspection approval. An application to extend a building permit is available on the city website at www.CoronaCA.gov/Building or at the front counter. The extension request application must be submitted prior to the permit expiring.

Plan checks expire after 180 days from the time of application submittal if not kept active by resubmittals and if an extension was approved in writing by the department. An application to extend a plan check shall be submitted prior to expiration. If an extension is approved, the plan check is valid for another 90 days.

Can I make a payment online?

Yes, payments can be made on eTrakit at www.CoronaCA.gov/Permits. See the handout on that webpage called *"How to Make a Payment on eTrakit"* for more information.

Can I schedule inspections online?

Yes, inspections can be scheduled on eTrakit at www.CoronaCA.gov/Permits. See the handout on that webpage called *"How to Request a Building Inspection Online"* for more information.

Can I submit electronic plans?

Yes. The city uses an electronic plan review system called ProjectDox. You may start the process through eTrakit by going to www.CoronaCA.gov/Permits and to view tutorial videos and instructional guides available on that page.

How much are permit and plan check fees?

Building permit and plan check fees may be viewed on the city website at www.CoronaCA.gov/Building. You can also reqest a fee estimate for the building plan check fee by filling out the *"Request Plan Check Fees Form"* available at www.CoronaCA.gov/Building located under Applications and General Forms.

Fees for other departments, such as public improvements, grading, fire code permits, landscaping, special use permits, etc., may be viewed on the city's website for the following departments or divisions: Development Services, Fire, and Planning.

When is the public counter open?

Monday through Thursday from 7:00 AM to 6:00 PM.

Can I get a permit over the counter?

Over the counter permits are available for the following types of projects:

- Water heater changeout
- Electrical panel upgrade
- City standard block wall
- Window replacements
- City standard patio cover
- Water repipe
- Reroof
- HVAC changeout
- Fences
- Private pools at single family residences

You may contact our department to find out if your construction may be eligible for an over the counter permit.

What are the allowable construction hours?

Corona Municipal Code section 17.84.040(D)(2) allows noise associated with construction to take place from 7:00 AM to 8:00 PM, Monday through Saturday, and from 10:00 AM to 6:00 PM on Sundays and Federal Holidays.

What's the status of my plan check?

Your plan review status may be checked on eTrakit by going to www.CoronaCA.gov/Permits. You will be required to establish an account for log-in. If your plan review is being done through ProjectDox, the applicant, designer, or other responsible person using their existing ProjectDox account can check the status of the plan check. Alternatively, you can contact the department at 951-736-2250.

Has my permit been issued? Has my permit been "Finaled"?

The status of your permit can be checked any time by logging into eTrakit. A physical or electronic permit will be provided at issuance and should always be kept on the job site with the approved plans and construction documents. The final inspection will be signed off by the Building Inspector once all work has been completed in conformance with the approved plans and applicable codes and regulations. If your project requires a Certificate of Occupancy, occupancy of the building cannot occur until the CofO or Temporary CofO has been issued by the department.

Can my plan check be expedited?

The city already operates on an accelerated review. Plan check review times are 10 working days for first submittal and 5 working days for resubmittals. (Note: when submitting through ProjectDox, the review time begins once the prescreen process has been completed by the department. The prescreen process can take up to 5 days.)

Photovoltaic systems and electric vehicle charging stations may be expedited by filling out the appropriate forms available on our website.

Can I mail in plans for plan check submittal?

Plans must be submitted in person or electronically via eTrakit.

How do I apply for temporary occupancy, temporary power, or CofO?

See the documents on our website entitled *"Temporary Certificate of Occupancy Requirements"*, *"Utility Clearances"*, and *"CofO Matrix"*, respectively.

How many sets of plans do I need for hardcopy submittals?

This depends on the scope of work and how many departments need to review the plans. The number of sets required on first plan check submittal for typical projects is listed below:

- New buildings - 5
- Tenant Improvements - 5
- Landscaping - 4
- Fire sprinklers, alarms or underground fire line - 3
- Plans that include structural calculations, soils reports, energy calcs, or trusses - 2 sets of reports

- Projects that include electrical plans and are located within a DWP electrical service area require an extra set of plans

If you are unsure you may contact our department at 951-736-2250 or email the department at Building.Plancheck@CoronaCA.gov to confirm how many sets are needed for your project.

How can I get a copy of plans for an existing building?

By submitting the application called *"Request for Duplication of Plans"* and paying the current fee. Note that plans cannot be released without authorization from the current property owner and the original designer that stamped the plans. However, all plans can be viewed at the department at City Hall using our computer station in the lobby.

How much do Fire Code permits cost?

Fire Department's permit fees may be viewed on their webpage at https://www.coronaca.gov/government/departments-divisions/fire-department/fire-prevention-and-planning

<u>Commonly Missed Items in Plan Check</u>

The following items are frequently missing or noncompliant on the building plans and result in plan check corrections. Each item includes information on how to prevent or resolve these plan check comments:

- ✓ **Design criteria**

   The title sheet should list the basic design criteria for the building. See *"Plan Check Submittal Checklist"*. Including correct and accurate design criteria is crucial as it sets the basis for the design and review of the entire project. Listing incorrect or missing design criteria may result in the inability to properly review the plans and may require additional submittals.

- ✓ **Scope of work**

   The title sheet should accurately list the entire scope of work included in the plan set. If the scope of work is missing or is vague or unclear it may result in the inability to properly review the plans and may require additional submittals.

- ✓ **Deferred Submittals**

   The title sheet should include a list of any deferred items that will be submitted under a separate set of plans. Common examples include: fire sprinklers, trusses, solar photovoltaic systems, etc.

✓ **Code references**

The title sheet should list the applicable codes that were used for the design. Unless otherwise approved by the Building Official, buildings should be designed using the latest codes adopted and in effect in the City of Corona.

✓ **Complete plan check submittal**

All plan submittals shall be complete to start the plan review process. Incomplete plan sets of plans may be turned away at the public counter, in eTrakit/ProjectDox pre-screen check, or in plan check review. See the department's *"Plan Check Submittal Checklist"* and *"Resubmittal Checklist"*. Plans should include the items described in the Submittal Guidelines available on our website applicable to the scope of work, i.e. room addition, tenant improvement, new structure, etc.

✓ **Letter of Intent, Hazard Analysis Report, Chemical Classification and Inventory Report**

Where the project entails unique or special circumstances, or involves hazardous substances, materials, or processes, the plan submittal should include a letter or report prepared by a licensed subject matter professional describing the process and include detailed information on how the project will comply with the applicable codes and standards. The plans should be designed in accordance with the parameters as set forth in the letter or report.

✓ **Setback to Property Line**

Setbacks should be clearly shown on the plans and comply based on the property's zoning, the building's allowable area, type of construction, access and frontage, and required fire separation distance.

✓ **Combustion air for a gas furnace/water heater/clothes dryer**

Combustion air openings for fuel burning appliances shall be shown on the plans and calculated based on the room size and BTU rating of the appliance.

✓ **Attic access**

Attic spaces with a clear height more than 30" shall be provided with a 22" x 30" minimum access opening shown on the plans and coordinated with the structural plans or truss calcs.

✓ **Smoke and carbon monoxide alarms**

Smoke and carbon monoxide alarms shall be installed in an existing dwelling undergoing alteration, addition, or repair and shown on the plans. Alarms shall be

hardwired and interconnected where the alterations result in the removal of wall or ceiling finishes or where attic or crawlspace access is available.