COMMUNITY DEVELOPMENT DEPARTMENT
Building Inspection Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

Permit Processing – Production Homes

Policy and Procedure No.: **B-[08]-[14]** [January] 2008

Purpose

Once a master plan approval has been obtained from the Building Department plan check staff, the following procedure shall be reviewed prior to obtaining residential production permits before commencing any work. Master Plans must be picked up and paid for prior to applying for Production Housing Permits.

Application Submittal for Permits

Quantity

- A completed *Production Homes Batch Permit Application Router* form – utilize for up to **ten (10)** dwelling units (all dwellings units must be located in the same subdivision, unit number, drainage shed and zoning)

At time of submittal the following is required per dwelling unit, and shall be bound together by paperclip (do not use staples):

- A completed *Application for Permit*
- Two (2) 8-1/2" x 14" or 8-1/2" x 11" plot plans
- One (1) 11" x 17" floor plan copy

The following must be submitted at time of issuance **OR** at time of submittal per **each dwelling unit:**

- □ Paid receipt form from City of Lodi Unified School District

Once the application forms are processed, the applicant will be contacted by a permit technician with a fee amount per batch and other outstanding items. At this time, we require that the applicant schedule an **appointment** prior to permit issuance; this will prevent any unnecessary lost time at the front counter, and will assist to expedite the permit issuance process.

When contacting the office to schedule an appointment, allow a minimum of a four-hour advance notice prior to making the scheduled time. Permits are issued on a first-come basis, as such, be sure to call as early as possible. Please provide the *batch number*.

Information for Outside Agency Requirements

- **Fire Department** plan review will be performed by the building department. The plan review will be performed in concurrent with the building review.
- **Lodi Unified School District** collects Developer Fees for new residential construction; the fees are collected by the district prior to permit issuance. Certification of Compliance forms will be provided by the School District. For current fee rates please call **(209) 333-7225**.
- **Electric Utility Department** Building Department will send set of plans to EUD for their review. Contact information (209) 333-6811 1331 S. Ham Lane.
- **Public Works** All projects will be routed to Public Works department by the building Department for their review. Public Works will require payment for wastewater capacity impact fees and a water meter for new single family residences. Payment of these fees must be made at the time of issuance**.** Please contact **Public Works** at **(209) 333-6706** for fee estimates.
- **Planning Department** all projects will be routed to the planning department by the building department for their review. Contact information (209) 333-6711, 221 West Pine Street.

Application Forms

Application forms may be requested at the Building Safety & Inspection office located at:

Address: *221 West Pine Street*
Phone: ***(209) 333-6714***
Hours: *Monday through Friday*
8 am – 5 pm