



PERMIT BY INSPECTOR PROGRAM

The Permit by Inspector Program (PBI) allows customers to obtain plan review services and permit approval at the construction site.

ELIGIBLE PROJECTS:

- Residential remodels, carport enclosures & fire alterations
- Commercial tenant improvements

PROGRAM CRITERIA

RESIDENTIAL: INTERIOR REMODELS, CARPORT ENCLOSURES & FIRE ALTERATIONS

PBI Qualifications

- Conventionally framed wood or masonry structures using structural elements as specified in the International Residential Code
- Single-story structures
- Gable or flat roof systems
- Remodels to existing spaces that do not exceed 2000 square feet and in which structural components are not removed or altered

NON-ELIGIBLE PROJECTS

- Projects that require review by other disciplines or departments (such as hillside, grading and drainage or floodplain)
- Structures that require an engineered design (lateral and/or vertical analysis)
- Structures with walls greater than 10 feet in height
- Projects including the installation or alteration of a 400 amp or greater electric service
- Projects on septic that involve an increase in plumbing fixture count
- Projects that involve additional square footage
- Projects that involve a change of occupancy, such as to a group home, or to allow a home-based business
- As-built construction with an open violation case

COMMERCIAL: TENANT IMPROVEMENTS

PBI Qualifications

- Less than 3,000 square feet
- No increase in square footage
- Interior space only
- Contractor already selected
- Must be on sewer if any change to plumbing fixture count
- Less than 20 occupants
- No work on any structural member spanning more than 20 feet

THE PROJECT CANNOT:

- Require any site or civil approval
- Require a separate fire review
- Be an adult use, restaurant, medical or dental office, beauty salon, hazardous use, dog grooming facility or veterinary office, or change of use/occupancy
- Include a paint, spray booth
- Involve any deferred submittals or be part of a larger project
- Include structural alterations
- Be an AFP (Annual Facilities Program) facility