# CITY OF CITRUS HEIGHTS

**BUILDING & SAFETY DIVISION**
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## Preparation of Plans and Specifications

The current California Building Codes state that construction documents shall, where required by the statutes of the jurisdiction, be prepared by a registered design professional. Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared by a registered design professional.

The following exemptions to the above designer requirements may be permitted, unless the buildings and structures are determined by the Building Official to be of an unusual nature where the structural stability or the safety of such buildings or structures is not evident to the Building Official. Engineering calculations and the signature of a registered engineer or licensed architect may be required in such cases.

**CRITERIA FOR DESIGNER REQUIREMENTS:**

**STRUCTURAL ENGINEERS** may design any building of any type. *[Sections 5537.1, 6731, and 6736 of Business & Professions Code]*

**CIVIL ENGINEERS** may design any building of any type *EXCEPT* public schools and hospitals. *[Section 129805 of Health & Safety Code; Section 17302 of Education Code; Sections 5537.5, 6731, and 6735 of Business & Professions Code]*

**ARCHITECTS** may design any building of any type *EXCEPT* the structural portion of a hospital. *[Section 129805 of Health & Safety Code; Sections 5500.1 and 6737 of Business & Professions Code]*

**CERTIFIED INTERIOR DESIGNERS** means a person who prepares and submits non-structural or non-seismic plans to local building departments that are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and who engages in programming, planning, designing, and documenting the construction and installation of non-structural or non-seismic elements, finishes and furnishings within the interior spaces of a building. *[Sections 5800 – 5812, of Business and Professions Code Chapter 3.9 Interior Designers]*

**UNLICENSED INDIVIDUALS** may design **only** the following types of buildings:

- Single-family dwellings of not more than two stories and basement in height.
- Multiple dwellings containing not more than four dwelling units of wood frame construction of not more than two stories and basement in height and no more than four dwelling units per lot.
- Garages or other structures appurtenant to the dwellings described above of wood frame construction not more than two stores and basement in height.
- Agricultural and ranch buildings of wood frame construction, *unless the Building Official having jurisdiction determines that an undue risk to the public health, safety, or welfare is involved*.
- Store fronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment, including any work necessary to install these items, or any alterations or additions to any building necessary to install these items, as long as the alterations do not affect the structural safety of the building.

***NOTE:*** If any portion of the structures described above does not meet the conventional wood frame requirements described in Title 24 of the California Code of Regulations or in the building codes of the local jurisdiction, then the Building Official having jurisdiction shall require the plans, calculations, and specifications for that portion of the structure to be prepared and signed and sealed by a licensed engineer or a licensed architect.

Unlicensed Individuals may not design any component that changes or affects the safety of any building, including, but not limited to, structural or seismic components. *[Sections 5537, 5538, and 6737.1 of Business & Professions Code]*

**SIGNATURE ON PLANS:**

(a) **All** persons preparing or being in responsible control of plans, specifications, and instruments of service for others shall sign those plans, specifications, and instruments of service and all contracts therefor, and if licensed under this chapter shall affix a stamp, which complies with subdivision (b), to those plans, specifications, and instruments of service, as evidence of the person's responsibility for those documents. Failure of any person to comply with this subdivision is a misdemeanor punishable as provided in Section 5536. This section shall not apply to employees of persons licensed under this chapter while acting within the course of their employment. **(Source: Business and Professions Code §5536.1 (*California Architects Act*))** *Emphasis Added*

Each county or city which requires the issuance of any permit as a condition precedent to the construction, alteration, improvement, or repair of any building or structure shall also require as a condition precedent to the issuance of the permit a signed statement that the person who prepared or was in responsible control of the plans and specifications for the construction, alteration, improvement, or repair of the building or structure is licensed under this chapter to prepare the plans and specifications, or is otherwise licensed in this state to prepare the plans and specifications.

This section shall not apply to the issuance of permits where the preparation of plans and specifications for the construction, alteration, improvement, or repair of a building or structure is exempt from this chapter, *except that the person preparing the plans and specifications for others shall sign the plans and specifications as provided by Section 5536.1.* **(Source: Business and Professions Code §5536.2 (*California Architects Act*))** *Emphasis Added*

**INCOMPLETE PLANS:**

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the Building Official. Plans that are lacking in clarity or detail will be referred back to the applicant for completion and/or clarification.

**From California Building Code:**

**CBC Section [A] 107.1 General.** Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets, or in a digital format where allowed by the building official, with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. *Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.*

> **Exception:** The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.