



City of Costa Mesa Building Division PERMIT PROCESSING CENTER INFORMATION

BUSINESS HOURS:
Monday through Friday 8:00 a.m. through 5:00 p.m.

The City of Costa Mesa has created a **Permit Processing Center** to serve our *development* customers and contractors. The Permit Processing Center is located on the second floor of City Hall. The Permit Processing Center will simplify the processing of *development projects* by providing a “one-stop” service location for projects that require review or permits from the City of Costa Mesa.

City staff at the Processing Center will accept all construction plans and permit application submittals for processing through all departments. Plans for all required Divisions may be submitted and picked up at the Processing Center. Upon project approval, all City permits and fees can be processed at the Permit Processing Center.

The “one-stop” Permit Processing Center will eliminate the need for our customers to go from floor to floor in City Hall to process their projects and obtain all necessary construction permits and licenses.

Note: Swimming Pools – 4 site plans plus 2 sets of pool plans.

PLAN CHECK SUBMITTAL REQUIREMENTS:

As part of the “one-stop” development plan check process, please submit the following documentation listed below, as required by the various departments involved (**We request that electrical, mechanical and plumbing plans be included in submittal due to issuance of combination permits.**):

DEVELOPMENT SERVICES: 4 plan sets including: site plan, grading, architectural, structural, electrical, plumbing, mechanical, and landscaping plans. 1 WQMP plus 2 sets of structural calculations, 2 sets of energy calculations and 2 sets of soils engineering and 2 sets of hydrology reports where applicable.

Contact phone: (714) 754-5245 Planning Division
(714) 754-5273 Building Division

FIRE PREVENTION: 1 plan set including: site plan, grading, architectural and structural
Contact phone: (714) 327-7400

PUBLIC SERVICES: Engineering 1 full set and 4 site plans, and Transportation 1 site plan including: off-site street improvement plan, site plan, parcel or tract map, grading, water, sewer plan, 1 WQMP, and 1 SWPP.
Contact phone: (714) 754-5323 Engineering
(714) 754-5334 Transportation

SANITARY DISTRICT: 1 set

WATER DISTRICT: 1 set

PERMIT PROCESSING CENTER

PUBLIC CONTACT LIST:

<u>Department</u>	<u>Division</u>	<u>Phone No.</u>	<u>Questions Regarding</u>
Public Services	Engineering	(714) 754-5323 OR (714) 754-5671	Off-Site Plan Check, Fees, Bonds, Permits
Public Services	Transportation	(714) 754-5334 OR (714) 754-5335	Traffic Control, Lane Closures, Traffic Impact Fees, On-Site Circulation and Safety Issues.
Development Services	Planning	(714) 754-5245	Zoning, Use Permits, Development Reviews, Fees
Development Services	Building/Safety	(714) 754-5273	Plan Checks, Building, Electrical, Mechanical, Plumbing, Grading, Demo Permits
Fire Department	Fire Prevention	(714) 327-7400	Fire Protection Systems

Miscellaneous Utility Numbers

Costa Mesa Sanitary District	(949) 645-8400	
Mesa Consolidated Water District	(949) 631-1291	Connection and impact fees
Irvine Ranch Water District	(949) 453-5300	Connection and impact fees
Edison Company	(714) 895-0244	
Gas Company	(714) 634-3122	
Pacific Bell Telephone	(714) 237-6958	Residential
Pacific Bell Telephone	(714) 666-5724	Commercial
Media One Cable T.V.	(714) 549-4242	
Orange County Water District	(714) 963-5661	
Underground Service Alert – U.S.A.	(800) 227-2600	
Air Quality Management District – A.Q.M.D.	(909) 396-3529	Small Business Assistance
Air Quality Management District – A.Q.M.D.	(909) 396-2336	Abestos Hot Line
Trash collection	(714) 754-5307 (714) 754-5024	Residential Commercial (Dumpsters)
Orange County Building Department	(714) 834-2626	

SCHOOL DISTRICTS

Newport Mesa Unified School District 2985-A Bear Street Costa Mesa, CA 92626	(714) 424-5002	School impact fees
Santa Ana Unified School District 1601 E. Chestnut Santa Ana, CA	(714) 558-5826	School impact fees



City of Costa Mesa Building Division **POOL AND SPA REQUIREMENTS**

The following information is required in a clear and legible manner. All information shall be complete and on the plans.

Four sets of plans showing all of the following with measurements shown from property lines, buildings, patio covers or other structures.

1. Name, address, phone number of owner.
2. Name, address, phone number, type of license of any contractors or subcontractors.
3. Pool and/or spa location.
4. Equipment location.
5. Gas and electrical meter locations.
6. Overhead service lines and serving pole location.
7. Type of gas and electrical conduits to be used.
8. Size of main electrical service (if less than 100 AMP, service is probably inadequate and will have to be upgraded to minimum City requirements.)
9. Rating (horsepower, voltage, amps) of all electrical equipment.
10. BTU rating of gas heater.
11. Distance and size of gas line.
12. All electrical outlets within 15 ft. of pool/spa.
13. Capacity of spa (spas only).
14. Handrails, ladders, slides and diving boards (if any).
15. Location and details of solar panels (if any).
16. Location of doors and windows within 5 ft. of pool/spa.
17. The type of construction—gunite, poured concrete, prefabricated fiberglass or other.
18. The pool dimensions, including the depth and adequate cross-sections drawn to scale.
19. Computations, stress diagrams and other data sufficient to show the correctness of plans; including reinforcing steel schedule and details.
20. A statement by the applicant concerning the anticipated nature of the soil under and around the pool structure (expansive, moderately expansive, non-expansive). (A soils report may be required by Building Division prior to permit issuance.)
21. The Engineer's wet ink signature is required on pool plans and calculations.
22. All semi-private pools and spas shall conform to California Administrative Code Title 24 handicapped requirements (hotels, motels, recreation areas for lease to public or publicly funded projects).
23. Where a permanently installed pool is constructed, at least one 120 volt receptacle shall be installed a minimum of 10 feet and not more than 15 feet from the inside wall of the pool and shall be protected by a ground fault circuit interrupter.
24. Indoor installation of spas and hot tubs, receptacles shall not be closer than five (5) feet to spa/tub.
25. Receptacles located within twenty (20) feet of a spa or hot tub shall be G.F.C.I.
26. Receptacles for spa/hot tub motors shall be G.F.C.I. protected.
27. Comply with Costa Mesa City ordinance 93-12 requiring protective barriers, fencing and/or enclosures.

GENERAL REQUIREMENTS

1. If capacity is 750gal. Or more, backwash and p-trap shall be installed.
2. All P traps shall tie in at lower terminus of house drain.
3. If permanent fill line is not installed, nearest hose bib shall have an anti-siphon valve.
4. All PVC shall be 18 inches underground.
5. Pressure test shall be required on entire system (35 P.S.I air test or water fill) prior to back fill.
6. PVC gas lines shall be tested at 60 P.S.I.
7. Pressure test required on entire system (35 P.S.I. air test or water fill) prior to back fill.
8. Overhead Edison drops shall be installed per NEC 680-8.
9. Clarification or additional information may be obtained by telephone: (714) 754-5273, between 8:00 a.m. and 4:30 p.m.

REQUIRED SETBACKS

Pool Heater vent outlet as per UMC 806.7:

1. 4ft from property line.
2. 4ft from doors/windows.
3. 4ft from attic vent.

Pool/Spas:

Above-ground pools and spas shall not be located in the required front yard setback from a public street and are subject to 5 foot and 10 foot yard setbacks for main structures. Any deck that is raised higher than 6 inches above grade, will also be subject to the 5 foot and 10 foot yard setbacks requirements. Please consult with Planning Division regarding any in-ground pool and/or spa that are proposed to be located in the front yard.

1. Overhead Edison drops shall be installed per NEC 680-8.
2. It shall be unlawful for any person to install, remove, alter, repair or replace any plumbing, gas or drainage piping or any fixture, swimming pool heater or treating equipment in a building or premises without first obtaining a permit to such work from the Building Division.
3. Clarification or additional information may be obtained by telephone (714) 754-5273, between 8:00 am and 4:30 pm.



City of Costa Mesa Building Division
PERMIT PROCESSING CENTER
SUBMITTAL APPLICATION

Project Address: _____ **Suite/Unit:** _____

Activity Number: _____ **Received By:** _____

Homeowner Association? YES (Approval letter from HOA required) NO

Existing Chain Link Fence YES NO; **Owner Occupied?** YES NO

Description of work to be performed: *(please be specific)* _____

Sq. Footage: _____ **Type of Const:** _____ **Valuation:** _____

Occupancy Type: _____ **Occupant Load:** _____ **Grading:** Cut/Fill _____ cubic yds.

Owner/Tenant: _____ **Phone No.:** _____

Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip:** _____

Applicant/Agent: _____ **Phone No.:** _____

Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip:** _____

Architect/Eng.: _____ **Reg. No.:** _____ **Phone No.:** _____

Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip:** _____

Contractor: _____ **Phone No.:** _____

Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip:** _____

State License No.: _____ **Class** _____ **Expiration:** _____

Workman's Comp. Policy No.: _____ **Expiration:** _____

Insurance Company: _____

(SEE BACK FOR ITEMIZED MECHANICAL, ELECTRICAL AND PLUMBING)



City of Costa Mesa
PLANNING DIVISION
PROCESSING FEES

Effective February 1, 2009

REVIEW PROCESS	FEE
Administrative Adjustment	\$1035.00
Appeal	
1. Appeal to City Council	\$1,220.00
2. Appeal to Planning Commission	\$690.00
Conditional Use Permit	\$1,550.00
Density Bonus Review	\$1,760.00
Design Review	\$1,650.00
Development Agreement	Time and Materials - \$5,000.00 minimum deposit for Development Agreement
Development Agreement Annual Review	
1. Planning Commission Review	\$1,425.00
2. City Council Review	\$1,875.00
Development Review (staff)	\$915.00
Environmental Impact Report	Consultant cost plus 10%
General Plan Amendment	\$3,560.00
General Plan Amendment Screening	\$1,000.00
Lot Line Adjustment	\$800.00
Master Plan and Amendment (Planning Commission final review authority)	\$1,760.00
Master Plan and Amendment, including preliminary plans (City Council final review authority)	\$2,265.00
Master Plan Amendment (Zoning Administrator final review authority)	\$960.00
Minor Conditional Use Permit	\$1,010.00
Minor Design Review	\$650.00
Mobile Home Park Conversion	\$4,255.00
Tenant Relocation (Staff Review)	\$1,450.00
Tenant Relocation Report (Third party Review)	Total consultant contract estimate plus 10%
Negative Declaration	\$1,010.00 or Total consultant estimate plus 10%

Please turn over for additional fee information

REVIEW PROCESS	FEE
Off-site Hazardous Waste Facility <ol style="list-style-type: none"> 1. Notice of Intent 2. Conditional Use Permit 3. Local Assessment Committee (formation and convening) 	Total consultant estimate plus 10% with the following minimum deposit: \$1,000.00 minimum deposit \$1,000.00 minimum deposit \$1,000.00 minimum deposit
Planned Signing Program	\$635.00
Public Entertainment Permit	\$595.00
Public Hearing Continuance (due to Applicant's request or incomplete application)	\$520.00
Redevelopment Project Review	\$2,195.00
Rehearing <ol style="list-style-type: none"> 1. Before Planning Commission 2. Before City Council 	\$690.00 \$1,220.00
Renewal <ol style="list-style-type: none"> 1. Zoning Administrator Action 2. Planning Commission Action 3. All other actions 	\$365.00 \$450.00 \$400.00
Residential Common Interest Development Conversion	\$1,500.00 unit for required Building Inspection
Rezone	\$1,910.00
Specific Plan Amendment	\$2,090.00
Specific Plan Conformity Review	\$1,630.00
Tentative Tract Map	\$1,445.00
Tentative Parcel Map	\$1,445.00
Time Extension <ol style="list-style-type: none"> 1. Zoning Administrator Action 2. Planning Commission Action 3. All other actions 	\$365.00 \$450.00 \$400.00
Urban Master Plan Screening	\$0
Variance	\$1,6850.00
Effective February 1, 2009	



City of Costa Mesa

**PERMIT PROCESSING CENTER
PUBLIC SERVICES
USER FEES AND CHARGES**

FEE DESCRIPTION	FEE EFFECT. 1-1-09	COMMENTS
PUBLIC SERVICES		
Blueprints	\$5	Fee is per page.
Construction Access Permit	\$230	
Construction Dumpster Permit	\$40	Per site/2 weeks
Curb and Gutter Permit	\$365	
Curb Drain	\$305	
Drainage Fee (per acre)	\$6,283.50	Low density residential use
Effective from January 1, 2007 through January 1, 2009	\$7,539.00	Medium density residential use
	\$10,052.00	High density residential use
	\$11,309.50	Commercial/Industrial use
Driveway Approach – Res./Com.	\$425	
Encroachment Permit	\$465	
Final Map Check	\$90/hr	Avg. processing time is 25 hours.
Lane Closure Permit	\$220	
Off-site Plan Check	\$90/hr	
Oversize Load Permit	\$16	Max per CVC \$16/single trip fee; annual \$90
Public R/W Inspection	\$125/hr	Fee is for staff time and starts after 2nd hr.
Sidewalk Permit – Res./Com.	\$380	
Storm Drain Connection	\$425	
Street Cut – Arterial	\$390	
Street Cut – Local	\$300	
Street Improvement Plan Check	\$90/hr	
Trash Hauler Permit Fee	\$610	Includes consultant cost & recycling program costs.
Utility Permit	\$265	
Vacation/Abandonment of R-O-W	\$150	Non Refundable/\$50.00 flat fee Council approved 1/5/04
Water District Permit	Fee waived	State Government Code precludes charging.
Wheelchair Ramp	\$365	



City Of Costa Mesa
PERMIT PROCESSING CENTER

PUBLIC SERVICES PERMIT ISSUANCE REQUIREMENTS

I. CONSTRUCTION ACCESS REQUIREMENTS

- A. Three sets of site plans shall be submitted.
- B. Permit fee of \$230 for residential and commercial plus required deposit shall be collected prior to permit issuance.

**PLAN CHECK PROCEDURE AND REQUIREMENT FOR
PUBLIC SERVICES DEPARTMENT/DEVELOPMENT SECTION**

I. Priority of incoming plans/maps

- A. Three sets of plans shall be submitted.
- B. Plan checks fee of \$90 an hour will be quoted within the second check.
- C. For more information please call (714) 754-5671.



City of Costa Mesa Building Division **PERMIT PROCESSING CENTER PUBLIC SERVICES-TRANSPORTATION TRAFFIC IMPACT FEE SCHEDULE**

All new or expanded residential, commercial, and industrial developments in Costa Mesa are required to pay one or more of the traffic impact fees for the purpose of the construction of needed transportation improvement projects. These “one-time” fees are assessed based on the location and the trip generation characteristics of the development project. The traffic impact fee calculation is based on the net increase in traffic resulting from an approved development or expansion.

Two transportation improvement fee programs applicable to development projects in Costa Mesa are as follows:

- **Citywide Traffic Impact Fee**
- **San Joaquin Hills Transportation Corridor Fee**

Each of the programs are described in more detail below.

CITYWIDE TRAFFIC IMPACT FEE

The Citywide Traffic Impact Fee is assessed on an incremental basis. The fee is based on the net increase in traffic generation as shown in the table below.

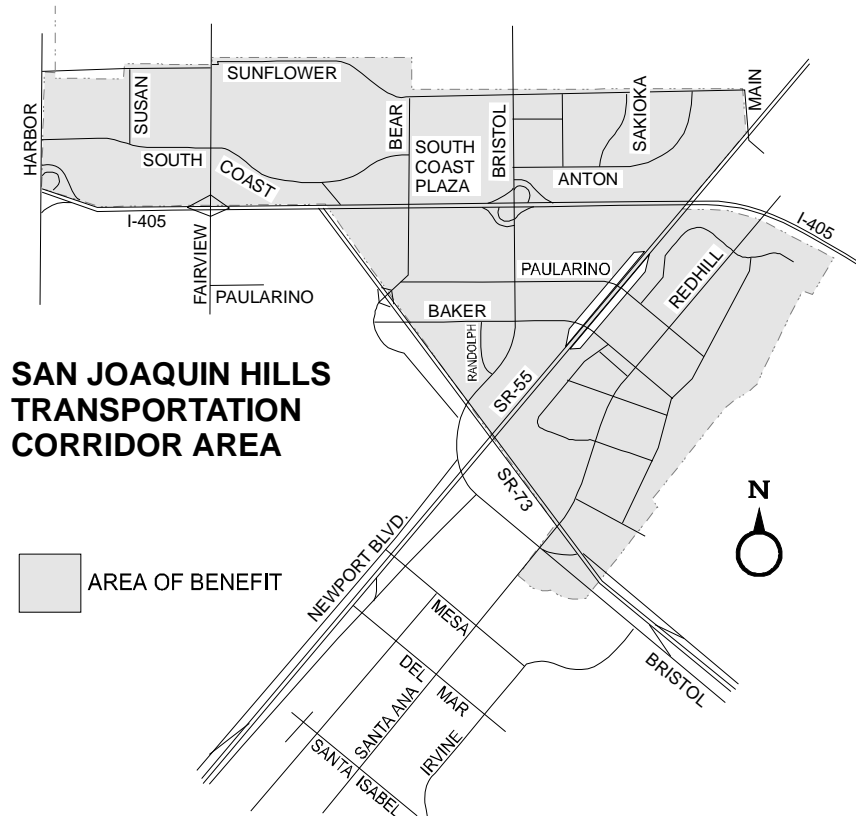
AVERAGE DAILY TRIP ENDS (ADT)	TRAFFIC IMPACT FEE
0 to 25 ADT	\$0/ADT
26 to 50 ADT	\$50/ADT for incremental trips exceeding 25 ADT
51 to 75 ADT	\$75/ADT for incremental trips exceeding 50 ADT
76 to 100 ADT	\$100/ADT for incremental trips exceeding 75 ADT
101 ADT or more	\$181.00 per average daily trip
<p>For the determination of the appropriate incremental traffic impact fee rate, the existing ADT (if applicable) plus the proposed new ADT are combined together. The traffic impact fee is assessed on the increased number of average daily trips generated by the proposed project.</p>	

The above fee schedule is effective November 21, 2005 and is subject to annual review and adjustment.

This fee is applicable to all new or expanded residential, commercial, and industrial developments in Costa Mesa and is due prior to the issuance of Certificate of Occupancy or other applicable permit. For additional information regarding traffic generation rates for various land uses, applicable credits, and fee payment plan, contact the Transportation Services Division at (714) 754-5185.

SAN JOAQUIN HILLS TRANSPORTATION CORRIDOR FEE

The San Joaquin Hills Transportation Corridor Agency assesses a fee for all new developments within a defined Area of Benefit to meet the cost of construction of the SR-73 San Joaquin Hills Toll Road. The City acts as the collection agent and forwards this fee to the Transportation Corridor Agency. The following map depicts that portion of the City located within the Area of Benefit.



The San Joaquin Hills Transportation Corridor Fee is assessed based upon the following schedule.

Single Family Residential	\$ 3,508.00	per dwelling unit
Multi-Family Residential	\$ 2,047.00	per dwelling unit
Non-Residential	\$ 4.48	per square foot

The above fees becomes **EFFECTIVE JULY 1, 2010-JUNE 30, 2011** and is due and payable upon issuance of building permits. This fee cannot be deferred until issuance of the certificate of occupancy as is done with the City Traffic Impact fee. Further, **the fee cannot be prepaid.** The amount due must be calculated at the rate in effect on the day when the building permit is issued, and must accurately reflect the square footage or number of dwelling units associated with the permit. The attached map identifies the portion of the City where the San Joaquin Hills Transportation Corridor fee is applicable. For additional information contact the Transportation Services Division at (714) 754-5185