

Application Packet for

Commercial or Industrial Structure



City of Paso Robles

BUILDING DIVISION

1000 Spring Street

Paso Robles, CA 93446

Phone: (805) 237-3850

Fax: (805) 238-4704



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

Effective immediately a submittal fee will be required on all Building and Engineering permit applications submitted to the Community Development Department:

Construction Type	Amount
Com/Ind/Hotel New	Based on Sq. Ft.
Com/Ind/Hotel Remodel, Addition, Sign	\$220.00
Demolition	\$110.00
Grading	\$172.00
Mechanical/Plumbing/Electrical	\$110.00
Residential New	\$2,000.00
Residential New, Site Plan Only (Based on Stock Plans)	\$1,000.00
Residential Remodel, Addition, Patio Covers, Garages, Re-Roof	\$220.00
Swimming Pool, Spa	\$220.00

TO: CONTRACTORS, INDIVIDUALS SUBMITTING FOR BUILDING PERMIT FOR A COMMERCIAL OR INDUSTRIAL STRUCTURE.

FROM: CITY OF PASO ROBLES BUILDING DIVISION

Effective January 2008 building plan check submittals for Commercial/Industrial construction shall not be accepted or processed unless the following items are provided at the time of submittal:

- **THREE (3)** sets of building plans. **(FOLDED)**
- **One (1)** additional copy of the floor plan, with dimensions (for County Assessors)
- Plot/Grading Plans
- **THREE (3)** separate 24" x 36" plot/site plans shall be included (see attached sample), and/or **THREE (3)** copies of a grading plan prepared by a Civil Engineer.
- **Two (2)** sets of truss calculations.
- **Two (2)** sets of energy calculations.
- **Two (2)** copies of soils report with soil classification, expansive index, foundation recommendations, and design bearing capacity meeting those requirements of section 1804.3 UBC.
- **Two (2)** sets of structural calculations by a licensed Architect or Engineer.
- If City sewerage disposal system is not available, **three (3)** copies of percolation test and septic system design.
- Proof of compliance with Planning Division requirements, if applicable.
- **Submit** a complete building application with consent of landowner form.
- If a drinking, dining or food service establishment, a letter or copy of the plans approved by the County Health Department must be provided prior to issuance of the building permit.
- *A non-refundable application submittal fee is required at the time of package submittal.*

INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED. ALL APPLICABLE INFORMATION MUST BE INCLUDED AT TIME OF PLAN REVIEW SUBMITTAL.

Please make sure that your contractor has a copy of his current workers' compensation insurance filed with the Building Division. If owner/builder, complete the owner/builder verification form with a complete list of all sub-contractors and their state license number. A building permit **cannot** be issued until all this information is submitted. All general contractors and/or sub-contractors are required to have a current city license to work in the City of Paso Robles.

Effective January 3, 2006, all plan review and permit issuance for Underground Fire Lines, Fire Sprinkler Systems, Fire Alarm Systems, and Hood Systems will occur at the Department of Emergency Services, 900 Park Street, Paso Robles, California, 805-227-7560.

Note! *The installation of curb, gutter, sidewalk, street and alley paving will be required for any project for which the valuation exceeds \$25,000.00. The amount of improvements required shall be equal to 25% of the project value as determined using Building Standards Publications. Should you have any questions if this applies to your project, please contact the City Engineer at (805) 237-3860. (Update April 2007)*

EXCAVATION AND GRADING:

DEFINITIONS:

- A. PLOT PLAN (Site Plan); Required when construction is to be placed on a previously graded subdivision lot, already approved by the Engineering Department. The plan should accurately depict placement of construction, showing how it interfaces with the site. Show lot corners, elevations, finished pad heights, oak trees, if any, including their dripline, drainage patterns and drainage facilities, etc..
- B. DRAINAGE PLAN; Required when site is not improved, but earthwork to be done does not require a grading permit per Appendix Chapter 33 of the Uniform Building Code. The plan should contain the same basic information as a plot plan (as defined above) with the exception that it will incorporate references to existing and proposed elevations and final disposition of drainage patterns.
- C. GRADING PLAN; Required on all Commercial. Industrial projects, hillside lots (as defined below), and any project requiring a grading permit per Appendix Chapter 33 of the Uniform Building Code. All grading plans shall be prepared by a Civil Engineer or Architect licensed to practice in the State of California.
- D. ADDENDUM OR "AS BUILT" PLANS; Required for submittal and review when deviation from the originally "approved" plans has occurred. Projects cannot receive "final" inspection until plans have been reviewed and approved by the City Engineer.
- E. HILLSIDE; Hillside development (slopes in excess of 15%) require an accurate topographical map and grading plan prepared by a registered Civil Engineer, clearly showing the entire area on which development is to occur, using an appropriate scale and contour interval. This map shall also locate and identify all existing oak trees six inches or greater in diameter at a point three feet from grade. Additionally, plans shall provide grading cross sections, construction cross sections, driveway and turn-a-round profiles, erosion control information, etc..
- F. PERMIT APPLICATION REQUIRED FOR OAK TREE TRIMMING/REMOVAL; Permits are required to be secured from the City Engineer to remove oak trees 3" to 6" in diameter. The removal of trees and/or trimming of limbs larger than 6" require approval by City Council.



Time Frame for Completion of the Plan Review Process

City of Paso Robles Building Division Phone (805) 237-3850 Fax (805) 238-4704

ATTENTION CONTRACTORS AND DEVELOPERS:

Effective December 14, 2000, quoted time frames for completion of the plan review process for Single Family Residence and Commercial/Industrial projects (excluding that time consumed by the contractor or developer for correction and/or amendment) shall be as follows:

Initial plan review (first plan check):

Forty-five (45) working days (this excludes weekends and holidays) will be required to complete the initial plan review process.

Second plan review (plans recheck):

Forty-five (45) working days (this excludes weekends and holidays) will be required to complete the second plan review (recheck).

Plan review for small permits:

Thirty (30) working days for initial plan review for all small permits which include; addition, remodel, tenant improvements, patio covers. Allow *twenty (20)* days to complete the second plan review (recheck).

- ** Please note that the time frames quoted above do not include that time period when plans are in the possession of the contractor, developer, drafts person, or architect for correction and/or amendment.
- ** Requests from individuals for priority plan review on initial submissions or rechecks will not be acknowledged. Plans shall be reviewed on a first come, first serve basis.
- ** The Building Division will neither quote nor be responsible for that time frame required by the City Engineering Division to process site drainage plans, or grading plans. Those time frames must be discussed with the City Engineer.

BUILDERS

Effective January 1, 1992, Senate Bill 493, codified as Revenue and Taxation Code Section 72(c), became effective. This law requires a copy of the floor plan, for use by the Tax Assessor, to be filed with the Building Division when the approved set of building plans are filed.

THE SAN LUIS OBISPO COUNTY ASSESSOR requires:

1. A legible copy of the floor plans of all new construction with all dimensions and angles, legible and clearly delineated.
2. The drawings may be any size from 8½" x 11" (smallest) to "E" size drawings (largest).
3. On plans for additions and remodels, the drawing should include where the additions attach to the existing building and any interior alterations that are being made.
4. The correct Assessor's Parcel Number or Situs Address shall be noted on the plans.

Your cooperation will allow the Assessor to do his job while reducing disturbances to you at the job site.

If you have any questions, contact the Building Division of the Community Development Department.

TO: Building Permit Applicants
FROM: City of Paso Robles
SUBJECT: Water Meter Options

Purpose:

To advise you of an option that may save you money on your sewer service rates.

Background and Analysis:

The City's sewer service rates are in proportion to water usage. The amount of your sewer service billing is measured by the meter on your domestic water service (service within your building).

If you have a business, church, or other land use with large landscaped areas, you may be able to save money by installing two (2) different water meters:

1. A domestic water service meter for your internal water needs (which will be the basis for the sewer service charge); and
2. A "landscaping" water service meter, which is to be used for landscaping maintenance, and which will not contribute to your sewer service charge.

Installation of an additional water meter is an additional expense. The cost of a second water meter is in relation to the size of the water line.

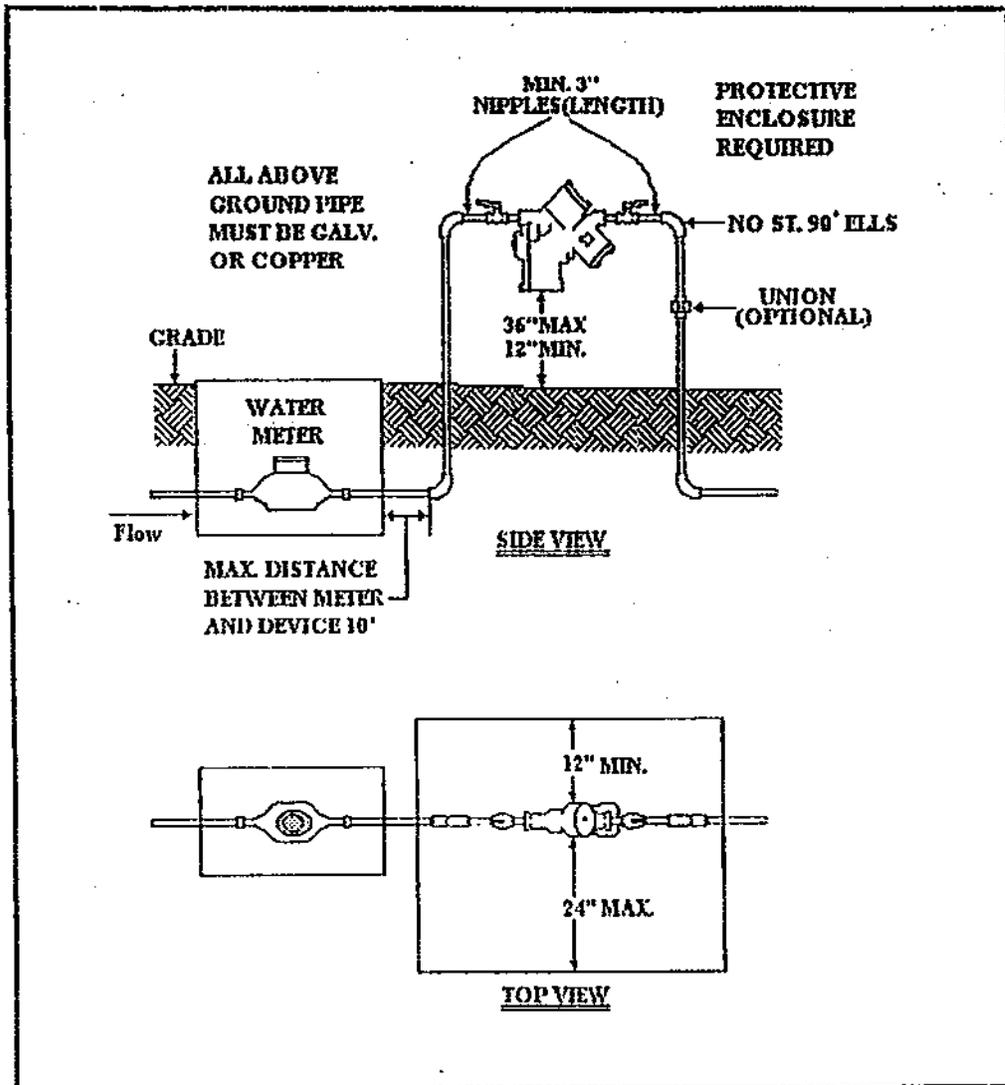
Whether or not having an additional water meter would save you money (over the long run) will depend upon the amount of water that you will use for landscaping maintenance.

Because the potential savings depend upon your own water usage, the City cannot advise you whether or not a second water meter makes economic sense for you. The City does, however, want to make you aware of the option.

Recommendation:

Before you finalize your building plans, you may wish to have your architect, engineer, or building designer analyze the water meter options, and you may want to consider whether or not having a separate landscaping water meter could save you money.

All commercial projects shall require an approved RP Device.



I. Installation Requirements

- A. All devices must be approved RP devices.
(Wilkins 975, Febco 825Y or approved equal)
- B. City water meter and approved backflow prevention assembly must be of the same size.
- C. Distance between water meter and approved backflow prevention assembly shall not exceed ten feet.
- D. Valves, tees, connections or flow restrictions of any type between the water meter and the approved backflow prevention assembly shall be prohibited.
- E. No Wye Strainers before the # 2 shut-off valve.
- F. Any deviation from the methods described above must receive cross-connection inspector approval prior to installation.



CITY OF EL P a s DE ROBLES
"The Pass of the Oaks"

February 26,2008

SUBJECT: Penalties for Work Performed Without Required Permits / Approvals

The City has recently experienced a growing number of instances where developers, contractors and/or property owners have undertaken grading, construction and related work without first obtaining the necessary City permits or approvals. The number and extent of these problems have made it necessary to discuss the penalties for work occurring without City permits I approvals.

At its February 20,2001 meeting, the Paso Robles City Council reviewed a report on the problem of work occurring without permits I approvals and directed City staff and the City Attorney to take steps to address these code violations through the use of criminal prosecution, as authorized by the City's Municipal Code.

Please note that under criminal prosecution, the maximum penalties for work being done without the required permits / approvals are fines of \$1,000 per day and/or 6 months imprisonment. These penalties have long been a part of the City's Municipal Code, and the purpose of this notice is to advise you that the City will be actively enforcing its provisions.

The City wishes to avoid criminally prosecuting any person doing work occurring without a required permit or approval. Therefore, your cooperation and understanding would be sincerely appreciated. In that context, you are encouraged to contact this office any time you have a question regarding whether or not a particular project or activity would require a City permit or City approval.

Please feel free to contact me should you have any questions or other information needs.

Sincerely,



Ronald Whisenand

Community Development Director

**INFORMATION PERTAINING TO APPLICATION FOR BUILDING PERMIT,
CITY OF PASO ROBLES**

*The following information should be filled out as completely as possible.
Failure to do so may impede the permit process*

PLEASE PRINT:

PROJECT ADDRESS: # _____ **STREET** _____ **LOT** _____ **TRACT** _____

OWNER (S): _____ **PHONE: (____)** _____

OWNER (S) ADDRESS: _____ **E-MAIL:** _____

TENANT (S): _____ **PHONE: (____)** _____

TENANT (S) ADDRESS: _____ **E-MAIL:** _____

AGENT FOR OWNER: _____ **PHONE: (____)** _____

AGENTS' ADDRESS: _____ **E-MAIL:** _____

ARCH./DRAFTSMAN: _____ **PHONE: (____)** _____

ARCH./DRAFTSMAN ADDRESS: _____ **E-MAIL:** _____

CONTRACTOR: _____ **PHONE: (____)** _____

ADDRESS: _____ **E-MAIL:** _____

CONTRACTORS' LICENSE NUMBER: _____ **LICENSE CLASS:** _____ **EXPIRATION DATE:** _____

PROJECT INFORMATION: SCOPE OF WORK: _____

VALUE OF PROJECT: \$ _____

PERMIT REQUESTED: BUILDING _____ DEMOLITION _____ MECHANICAL/PLUMBING/ELECTRICAL _____

SWIMMING POOL/SPA _____ SIGN _____

TOTAL SQUARE FEET OF BUILDING: _____ **GARAGE:** _____ **PATIO/DECK:** _____

SETBACKS: FRONT: _____ FT. SIDES: _____ FT. REAR: _____ FT.

NUMBER OF STORIES: _____ **NUMBER BEDROOMS:** _____ **NUMBER BATHROOMS:** _____

OCCUPANCY GROUP: _____

CONSTRUCTION TYPE: _____ I A, II A _____ IIIA, VA _____ II B, III B, IV, V B

APPLICATION # _____

PLEASE COMPLETE THE REVERSE SIDE

CONSTRUCTION MATERIALS:

FRAME:	FOUNDATION:	ROOF:	HEATING:	EXTERIOR WALL:
WOOD	WOOD	BUILT-UP	ELEC.	WOOD SIDING
METAL	CONCRETE	METAL	GAS FURN.	STUCCO
TIMBER	SLAB	COMP SHING.	GAS WALL	MASONRY VENEER
MASONRY	PIERS.CAISS	TILE	SOLAR	CONCRETE BLOCK
		OTHER		METAL

UTILITIES:

TYPE WATER HEATING: _____ FIREPLACE TYPE: _____

HVAC: _____ TYPE: GAS LPG ELEC. OTHER: _____

SIZE: _____ BTU

SEWERAGE DISPOSAL: CITY SEWER PRIVATE

RETAINING WALL INFORMATION:

LENGTH: _____ HEIGHT: _____ MATERIAL: _____

INDUSTRIAL WASTE:

Will your business have any wastewater discharge from any fixture or equipment other than a hand sink or bathroom fixtures? Yes or No

If Yes, what are they? _____



CITY OF EL PASO DE ROBLES

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CONSENT OF LANDOWNER FORM

Consent for Building Permit Type: _____

Project Address: _____

Property Owner: _____ Day Phone: _____

Mailing address: _____

City: _____ Zip Code: _____

Person authorized to act as Agent/Applicant: _____

Applicant/Agent Day Phone: _____

Mailing address: _____

City: _____ Zip Code: _____

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a building permit is being requested, do certify that:

- I. Such application may be filed and processed with my/our full consent. The applicant is authorized to act as my agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Paso Robles or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Property owner signature Date

BUILDING DIVISION APPLICATION NUMBER: _____



CITY OF EL PASO DE ROBLES

1000 Spring Street
Paso Robles, CA 93446

Notice to Property Owner

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder.

We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

____1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "'Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

____3. I understand as an "'Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "'employer" under state and federal law.

____6. I understand if I am considered an "'employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "'employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

CONSTRUCTION & DEMOLITION RECYCLING GUIDELINES

As a requirement of State Assembly Bill 939, every city and county in the State of California is required to recycle at least 50% of all waste going to the landfill or pay fines up to \$10,000 per day. The recycling of construction and demolition materials will have a significant impact in reaching the recycling goals established by the state.

Benefits of Recycling

By removing the recyclable materials from the waste generated at a construction site, you can reduce the disposal costs associated with a construction project. It can cost up to 2 times the amount to throw away construction waste as it does to take it to a recycler. The landfill will often times have a special rate for disposal of source-separated recyclable materials such as green waste and clean lumber. Some of the items that are currently disposed of at a construction site can be easily recycled or used on other construction sites. If the recycling program is implemented correctly, it is very easy to accomplish the goal of recycling 50% or more of the material at these sites.

Take time to carefully evaluate the job site to identify opportunities for recycling

When estimating the amount and type of materials to be recycled, it is important at the planning stages to identify all of the options available. What may appear to be an opportunity today may later turn out to be contaminated and not recyclable during the actual project. It is important that any problems experienced be documented for future reference.

Contact the subcontractors in advance to make them a part of your recycling program

Having the subcontractors on line with your recycling program can prevent an unknown source from impacting your results. Remember that the total waste generated at the site is how your recycling program will be evaluated.

Contact the waste haulers to identify what they can or cannot recycle

The different disposal companies may have different methods of handling material. It is important to understand what level of service each hauler is capable of providing. In some cases, the waste hauler you choose may be able to meet your entire requirement for recycling.

Review the options carefully for the contractors

There are options such as deconstruction and salvage that can be utilized in order to meet the recycling goals. Habitat for Humanity and CalMAX are options available for reusable materials. These options should be reviewed and explored whenever possible.

One of the best resources available is the San Luis Obispo County IWMA, they can be reached at 782-8530. They are available to assist in the development of your recycling plan and answer any questions you may have.

Please do not hesitate to call if you have a question.

CONSTRUCTION & DEMOLITION RECYCLING GUIDE

	Appliances	Asphalt/Concrete	Brick/Tile/Porcelain	Cardboard	Drywall	Carpet, & Foam	Plastic	Asphalt Roofing	Scrap Metals	Wood & Pallets	Yard Trimmings
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RECYCLING COMPANIES THAT ACCEPT C&D MATERIALS

A-1 Metals & Salvage	238-3545	Paso Robles	●	●	●	●	●	●	●	●	●	●
Auto Parts Recyclers	543-1215	San Luis Obispo	●			●						
Bedford Metals	922-4977	Santa Maria	●									
Gator Crushing	995-1097	Nipomo		●	●							
Hanson Aggregates	438-5778	Santa Margarita		●	●							
Heilman Salvage	466-4893	Atascadero	●									
Navajo Rock & Gravel	238-0955	Paso Robles		●	●							
Negranti Construction	995-3357	Cayucos		●	●							
Paso Robles Recycling	238-4678	Paso Robles				●			●			
Rossi Transportation	434-2884	Templeton										●
Stephan Metals	928-2200	Santa Maria	●									
Victor Kemp Co.	541-0450	San Luis Obispo							●			
Zander Landfill	(408) 263-2384	Gilroy										

ROLL-OFF COMPANIES ★ ACCEPTS MIXED BOXES FOR RECYCLING

	American Equip Svc.	489-9521	Arroyo Grande	●	●	●	●	●	●	●	●	●
★	API Roll-Off Services	928-8689	Santa Maria	●	●	●	●					
★	Coastal Roll-Off	543-0473	San Luis Obispo	●	●	●	●	●				
	Have Bins	466-3636	Atascadero	●	●	●	●					
	Mid-State Solid Waste	434-9112	Templeton	●	●	●	●					
	Paso Robles Roll-Off	238-2385	Paso Robles	●	●	●	●					
★	R & R Roll-Off	929-8000 528-8440	Nipomo	●	●	●	●					
★	Ralcco Recycling	543-2872	Nipomo	●	●	●	●					
	San Miguel Roll-Off	239-1266	San Miguel	●	●	●	●					

LAND FILLS

	Chicago Grande Landfill	466-2985	Atascadero	●	●	●	●	●	●	●	●	●
★	Cold Canyon Landfill	549-8332	San Luis Obispo	●	●	●	●	●				

As part of the permit application process, complete the top portion of the form and fill in the two columns under Before Construction. The two columns are the estimated amount of waste to be sent to the landfill and the estimated amount of waste to be diverted by reuse or recycling, by type of material.

The information in these columns are only estimates and should be calculated based upon your experience as a builder. A guide to the amount of material generated by project for your reference is in the opposite column. To calculate the estimated diversion rate divide the total diversion tonnage by the sum of the landfill and diversion tonnages and then multiply by 100.

$$\frac{\text{diversion}}{\text{diversion} + \text{landfill}} \times 100 = \text{Diversion Rate}$$

If the estimated diversion rate is less than 50%, please submit an explanation as to why this project cannot achieve the goal.

After completing the form, and any other applicable information, imprint the recycling plan on all building and/or demo plans to be submitted for approval.

After finishing the project

Collect and attach all receipts for disposal and recycling. Fill in the actual disposal and diverted tonnages for each material. Calculate the diversion rate for the project using the equation shown above.

Recycling Contractor

If you are using a waste hauler that reports diversion rates of mixed construction and demolition recyclables to the IWMA, fill in the name of the contractor for our information. This will allow us to use the published diversion rate for that waste hauler.

Construction & Demolition Waste Generation Guide

Use the following conversion factors when completing the Construction and Demolition Recycling Plan and Disposal Report

Projections by Project Type:

<u>Type of Project</u>	<u>Approximate Waste Generated</u>
New Construction	4 Pounds per square foot
Remodeling	40 Pounds per square foot
Demolition	70 Pounds per square foot
Demolition, incl. Foundation	100 Pounds per square foot

Conversion factors:

Mixed Waste	350 Pounds per cubic yard	5.7 cubic yards per ton
Inerts	1400 Pounds per cubic yard	1.4 cubic yards per ton
Drywall	500 Pounds per cubic yard	4.0 cubic yards per ton
Metals	150 Pounds per cubic yard	13.3 cubic yards per ton
Lumber	300 Pounds per cubic yard	6.7 cubic yards per ton
Cardboard	100 Pounds per cubic yard	20.0 cubic yards per ton

These figures are only to be used as a guide in calculating your Recycling Plan. The actual numbers may vary. Use the actual numbers when completing the After Construction portion of the form.

**HAZARDOUS MATERIALS BUSINESS PLAN PROGRAM
ELIGIBILITY FLOWCHART**

Under penalty of law, I declare that I have followed the flowchart and checked the boxes that are appropriate for this business's operations. I also understand that the SLO County CUPA must be notified if our operations or procedures change and make the above statement inaccurate.

Name (print)

Signature

Business Name

Address

Date

START HERE
Do you generate hazardous waste in ANY quantity?

NO
Do you store, use, or handle hazardous material at any one time during a calendar year in quantities equal to or greater than 55 gallons of a liquid, 500 pounds of a solid, or 200 cubic feet of a compressed gas at standard temperature and pressure?

Sign and submit this document – you need not submit a business plan or pay a fee

YES
Are you a physician, veterinarian, pharmacist, dentist, or podiatrist who stores ONLY oxygen, nitrogen or nitrous oxide and the total quantity of each gas on-site is 1,000 cubic feet or less?

Agricultural Business

Is your facility either a :

Other Business

Do you store ONLY motor vehicle fuel in above or underground tanks at 1,100 gallons or less capacity and the TOTAL volume of fuel is less than 20,000 gallons?

YES
Submit Form S, Form I, and Form M one time only and pay a one time fee.

NO
Do you store ONLY motor or lubricating oil and is the total volume less than 275 gallons? (Does not include waste oil)

YES
Sign this document – you need not submit a business plan or pay a fee

Do you store ONLY motor or lubricating oil and is the total volume less than 275 gallons? (Does not include waste oil)

NO
Do you store ONLY N-P-K fertilizers (excluding ammonium nitrates) less than 10,000 pounds total?

Is your facility:
A) a remote site (a remote site is defined as an unstaffed facility located in an isolated, sparsely populated area. The facility is secured and not accessible to the general public) and
B) is the inventory less than: 500 cubic feet compressed inert gas, 500 gallons combustible liquid fuel, 200 gallons electrolytes in closed containers, 500 gallons lubricating and hydraulic fluids, and 1,200 gallons of flammable gas used as fuel (propane)?

NO
Do you apply liquid fertilizer no more than four times a year, apply and store it over period of less than seven days, and is the quantity less than 1,190 gallons and you do not store any other hazardous materials in reportable quantities?

YES
Submit a one time business plan, complete exemption form R and pay a one time fee.

NO
Submit a business plan and pay an annual fee to:

San Luis Obispo County CUPA, PO Box 1489
2156 Sierra Way
San Luis Obispo, CA 93406
Ph: (805) 781-5544

Within San Luis Obispo city limits:
SLO City Fire Dept, 2160 Santa Barbara Ave
San Luis Obispo, CA 93401-5240
Ph: (805) 781-7380

NO

COMMON HAZARDOUS MATERIALS

- Lubricants
- Solvents
- Compressed Gases
 - Fuel
- Pesticides
- Paint

COMMON HAZARDOUS WASTES

- Crank Case Oil
- Used Anti-Freeze
- Paint
- Used automotive batteries
- Spent solvents

Not sure?

Please contact The County of San Luis Obispo
Public Health Department
Division of Environmental Health
at
(805) 781-5544



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

GRADING/SITE PLAN PERMIT APPLICATION

Date: _____ Permit No. (City Use) _____

Enclosed is a: _____ A. Plot Plan _____ B. Grading Plan _____ C. Grading Plan (Sub-Division)

AUTHORIZED REPRESENTATIVE: _____

PHONE: _____ CELL: _____ FAX: _____

PROPERTY OWNER (Mandatory): _____

PHONE: _____ CELL: _____ FAX: _____

ADDRESS: _____

PROJECT ADDRESS: _____

LOT (S): _____ BLOCK: _____ TRACT: _____ A.P.N. _____

CIVIL ENGINEER: _____ LICENSE NO.: _____

SOILS ENGINEER: _____ LICENSE NO.: _____

CONTRACTOR: _____ LICENSE NO.: _____

ADDRESS: _____ PHONE: _____

TOTAL AREA OF SITE DISTURBANCE: _____

EXCAVATION: DEPTH OF CUT: _____ (EST. CU. YARDS): _____

FILL: DEPTH OF FILL: _____ (EST. CU. YARDS): _____

If surplus material exists (unbalanced site), where will it be disposed of? _____

Flood Hazard Zone? _____ Yes _____ No _____ Zone (Flood Elevation Certificate Required)

Watershed Management Zone: _____
1 4

When will work commence? _____ Estimated completion date: _____

Notes: _____



City of Paso Robles

Erosion and Sediment Control Plan

For Projects Disturbing Less Than One Acre
(Not Part of a Larger Plan of Development)

Plan Check No. _____

Building Permits (that involve disturbing soil) and Grading Permits that disturb less than one acre and are not part of a larger plan of development, are required to submit an Erosion and Sediment Control Plan prior to the issuance of a an approved Building or Grading Permit. Complete all sections and submit with the permit application.

Project Address _____ APN(s) _____

Owner Name _____

Owner Mailing Address _____
Street City State Zip

Owner Phone _____ e-mail _____

Contractor/Business Name _____

Contractor Mailing Address _____
Street City State Zip

Phone _____ email _____ FAX _____

Size of Project _____ Estimated disturbed soil area _____

Type of Project (check all that apply) Residential Commercial Industrial Landscape
 Tenant Improvement Site Work New Construction Remodel Addition

Description of Work _____

Nearest Waterway and Distance from Project _____
Creek, Channel, or River

Project Threat to Water Quality _____

Anticipated Start of Project _____ Anticipated Completion _____
Date Date

Other Applicable Permits (check all that apply) US Army Corps 404 Construction General Permit
 401 Water Quality Certification Fish & Game Agreement _____
Other (Identify)

Any permits directly associated with grading activity shall be obtained prior to commencing any soil disturbing activities.

During the wet season: all BMPs must be inspected by the City prior to commencing any soil disturbance activities.

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL EROSION AND SEDIMENT CONTROL PLANS.

- 1. Site Plan** Applicant shall provide a site plan as part of the grading plan with the following information: Show all Best Management Practices (see below) to be placed on and off site; north arrow; slope direction; scale; location of all existing structures and impervious surfaces; location of any nearby waterways or basins; nearby storm drain inlets; frontage and side streets; and existing vegetation and trees.
- 2. Best Management Practices (BMPS)** At a minimum, the following BMPs are required. Verify ALL of these measures are addressed on the project site plan submittal.
 - A. Wet Weather Measures** If possible, avoid land-disturbing activities during the wet weather season of October 1 through May 31.
 - B. Existing Vegetation** Protect existing vegetation wherever possible.
 - C. Sweeping** All impervious surfaces shall be swept—not washed or hosed down—and maintained free of debris and accumulations of dirt.
 - D. Waste Management** All construction waste including paint, concrete, or any other type of wash out, shall be contained and disposed of properly; no construction material shall be washed to the street.
 - E. Vehicles and Equipment** Responsible parties for your site shall be responsible for ensuring all construction vehicles and equipment will not cause dirt or mud to be tracked off site.
 - F. Catch Basin Protection** Catch basins or drop inlets that receive storm water must be covered or otherwise protected from receiving sediment, mud, dirt, or any debris.
 - G. Sediment Filters/Barriers** A properly installed silt fence or equivalent shall be installed around the site perimeter and located so that all runoff from the construction site is filtered prior to leaving the site.
 - H. Plastic Sheeting** Tarps or equivalent shall be used to protect small, highly erodible areas, temporary stockpiles of material, and haul trucks.
 - I. Wind Erosion** All graded surfaces and materials shall be wet down, treated or contained in a manner to prevent dust from leaving the site.

3. Site-Specific BMPs List all site-specific BMPs not listed above: _____

4. Rationale Explain the basis for selecting site-specific BMPs; provide soil loss calculations if necessary:

Contractor shall inspect BMPs regularly and prior to storm events. Contractor shall maintain BMPs in good repair at all times.

Resources

CASQA Handbooks www.cabmphandbooks.com/

2010 Green Building Code Standards www.documents.dgs.ca.gov/bsc/CALGreen/2010_CA_Green_Bldg.pdf



INDUSTRIAL WASTEWATER SURVEY AND DISCHARGE PERMIT APPLICATION

CITY OF PASO ROBLES, WASTEWATER DIVISION, 1000 SPRING STREET, PASO ROBLES, CA 93446 (805) 227 1654

Section 1. REASON FOR APPLYING

- A. New business
- B. Existing business, change or update of information
- C. New ownership - previous company dba: _____ Previous Permit No. _____

Section 2. COMPANY INFORMATION

- A. City of Paso Robles Business License No. _____
- B. Legal Business Name: _____
- C. Type of Ownership: Corporation Partnership LLC Sole Proprietor _____
(Owner Name)
- D. Standard Industrial Classification Code(s) (SIC) for your facility: _____
- E. Facility Doing Business As (dba): _____
- F. Names and Titles of authorized representatives:

Corporate Officers/ Partners/other	Title
_____	_____
_____	_____
_____	_____

- G. Facility Location Address:
Address: _____
(Street) (City) (State) (Zip Code)
Facility Contact Person: _____ Phone No. _____ Ext. _____
Title: _____ Fax No. _____

- H. Mailing Address:
Name: _____
Address: _____
(Street) (City) (State) (ZipCode)
Attention Name: _____ Phone No. _____ Ext. _____

Company Name: _____

I. Billing Address:

Name: _____

Address: _____
(Street) (City) (State) (Zip Code)

Attention Name: _____ Phone No. _____ Ext. _____

J. Property Owner Mailing Address:

Name: _____

Address: _____
(Street) (City) (State) (Zip Code)

Attention Name: _____ Phone No. _____ Ext. _____

K. Number of Employees: _____ **Number of Shifts:** _____

Hours of Operation: _____ am/pm to _____ am/pm Days Per Week: S M T W Th F S (Circle)

L. Average Operational /Production Days Per Year: _____ **Average discharge Days Per Year:** _____

M. When did Operations Begin (Mo/Day/YYYY)? _____

Has there been any construction since the beginning of operations that has modified or replaced the process or production equipment that caused the discharge of pollutants? NO YES If YES, Explain: _____

Section 3. FACILITY

A. Indicate total area of property: _____ sq/ft **Total area of buildings:** _____ sq/ft.

B. Indicate source of water supply and amount consumed per year. Indicate as Estimated or Metered.

		<i>Estimated</i>	<i>Metered</i>
City of Paso Robles	_____ / year	<input type="checkbox"/>	<input type="checkbox"/>
Well	_____ / year	<input type="checkbox"/>	<input type="checkbox"/>
Private Water System	_____ / year	<input type="checkbox"/>	<input type="checkbox"/>

C. Does the facility discharge storm water to the City of Paso Robles sewer system? NO YES

Average: _____ Maximum: _____

Section 4. OPERATION(S)

- Auto Detail/Wash
- Auto Service/Repair
- Bakery
- Automobile Service/Repair
- Dry Cleaning/Laundry
- Food Processing
- Food Services/Restaurant
- Hotel/Motel
- Laboratory
- Machine Shop
- Manufacturing/ All Types

- Medical Services
- Personal Services
- Pharmacy
- Photo Services
- Printing
- Professional Services
- Public Service
- Retail Sales
- Wholesale Distribution
- Winery
- Other _____

A. Provide a brief detailed description of the type of manufacturing, business processes, production, or service activities your firm conducts at this site: _____

B. List primary products produced at this site: _____

C. Raw materials and process additives used: _____

Company Name: _____

D. Types of wastes generated per operational day in Gallons Per Day (GPD). Indicate Estimated (E) or Measured (M):

	Average Flow (GPD)	Maximum Flow (GPD)	E/M	Type of Discharge (Batch, Continuous, None)	Ave. Discharge Days Per Month
1. Domestic wastes, restroom					
2. Cooling water, non-contact					
3. Boiler/ tower blow down					
4. Cooling water, contact					
5. Process waste					
6. Food Processing waste (Cleaning food)					
7. Equipment/facility wash down					
8. Air pollution control unit					
9. Storm water runoff to sewer					
10. Water Treatment					
11. Other _____					
TOTAL WASTES GENERATED					

E. Wastewater discharges in gallons per operational day in Gallons Per Day (GPD). Indicate Estimated (E) or measured (M).

	Average Flow (GPD)	Maximum Flow (GPD)	E/M	Type of Discharge (Batch, Continuous, None)	Ave. Discharge Days Per Month
1. Sanitary sewer (all wastewater)					
2. Storm drain or channel					
3. Street					
4. Ground					
5. Surface Water					
6. Groundwater					
7. Waste hauler(s) (grease/oil)					
8. Evaporation					
9. Other _____					
TOTAL WASTES DISCHARGED					

Section 5. WASTEWATER INFORMATION

A. If your facility employs processes in any of the industrial categories or business activities listed below, place a check beside the category or activity.

- | | |
|--|---|
| <input type="checkbox"/> Adhesives | <input type="checkbox"/> Metal Coating (Phosphating, Coloring,) |
| <input type="checkbox"/> Aluminum Forming | <input type="checkbox"/> Nonferrous Materials |
| <input type="checkbox"/> Anodizing | <input type="checkbox"/> Organic Chemicals |
| <input type="checkbox"/> Automobile Maintenance and Repair | <input type="checkbox"/> Paint & Ink |
| <input type="checkbox"/> Battery Manufacturing OR Reclaiming | <input type="checkbox"/> Petroleum Refining |
| <input type="checkbox"/> Copper Forming | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Dairy Products Processing | <input type="checkbox"/> Photographic Supplies |
| <input type="checkbox"/> Electric/Electronic Components | <input type="checkbox"/> Plastic & Synthetic Materials |
| <input type="checkbox"/> Electroplating | <input type="checkbox"/> Plastics Processing |
| <input type="checkbox"/> Fruit or Vegetable Processing | <input type="checkbox"/> Porcelain Enamel |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Printed Circuit Board Manufacturing |
| <input type="checkbox"/> Inorganic Chemicals | <input type="checkbox"/> Printing & Publishing |
| <input type="checkbox"/> Iron & Steel | <input type="checkbox"/> Pulp & Paper |
| <input type="checkbox"/> Laundries | <input type="checkbox"/> Rubber |
| <input type="checkbox"/> Leather Tanning & Finishing | <input type="checkbox"/> Soaps & Detergent |
| <input type="checkbox"/> Mechanical Products | <input type="checkbox"/> Winery |
| <input type="checkbox"/> Metal Etching/Chemical Milling | |

B. Individual wastewater flows generated in gallons per operational day in Gallons Per Day(GPD). Indicate Estimated (E) or Measured (M).

Process Description List all wastewater generating operations	Average Flow (GPD)	Maximum Flow (GPD)	E/M	Type of Discharge (Batch, continuous, none)	Ave. Discharge Days Per Month
TOTAL FLOW					

Company Name: _____

- C. Water conditioning unit(s) (softener or demineralizer) used on site? Yes No If yes, # of units: _____
Conditioning unit regenerated on site: Yes No _____ gals/month
If yes: name chemical(s) and amount used for regeneration: _____ lbs/month

D. Pretreatment devices or processes used for treating wastewater or sludge (check as many as appropriate):

- Air flotation
- Biological treatment, type _____
- Centrifuge
- Chemical precipitation
- Chlorination
- Clarifier, size _____, Number of compartments _____
- Cyclone
- Filtration
- Flow equalization, capacity _____
- Grease or oil separation, type _____
- Grease trap, size _____
- Grit removal
- Ion exchange
- Neutralization, pH correction
- Ozonation
- Rainwater diversion or storage
- Reverse osmosis
- Screen
- Septic tank, size _____
- Solvent separation
- Spill protection
- Sump, size _____
- Other chemical treatment, type _____
- Other physical treatment, type _____
- Other, type _____
- No pretreatment provided

E. List types and quantities of chemicals used or planned use per month (attach additional sheets if necessary).

Chemical	Quantity (Per month)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Company Name: _____

E. Chemical

Quantity (Per month)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 6. SPILL PREVENTION

- A. Do you have chemical storage containers, bins, or ponds at your facility? Yes No
- B. Do you have floor drains in your manufacturing or chemical storage area(s)? Yes No
If yes, where do they discharge to? _____
- C. If you have chemical storage containers, bins, or ponds in manufacturing area, could an accidental spill lead to a discharge to: (check all that apply):
- An onsite disposal system
 - Public sanitary sewer system (e.g. through a floor drain)
 - Storm drain
 - To ground
 - Other, specify: _____
 - Not applicable, no possible discharge to any of the above routes
- D. Do you have an accidental spill prevention plan (ASPP) to prevent spills of chemicals or slug discharges from entering the Control Authority's collection systems?
- Yes (Please enclose a copy with the application)
 - No
 - N/A, Not applicable since there are no floor drains and/or the facility discharges only domestic wastes.

Section 7. SITE PLAN

A site plan of the premises MUST be included with this application. This application will be considered incomplete if no site plan is included. Failure to submit a site plan will result in this application being denied and no permit will be issued.

Site plan must show all pertinent buildings, property lines, streets and roads. Indicate all sewers, storm drains, drainage ditches, manholes, sampling and monitoring locations and show the sizes of these items. Show all points of connection to the public sewer and drain lines. Indicate direction with a North arrow. Use additional sheets if necessary.

Company Name: _____

SITE PLAN

Company Name: _____

Section 7. CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment for knowing violations.

Name (Printed)

Title

Signature

Date



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

Time Frame for Engineering Completion of the Plan Review Process

City of Paso Robles Engineering Division Phone (805) 237-3860 Fax (805) 237-6565

ATTENTION CONTRACTORS, DEVELOPERS, AND CONSULTANTS:

Effective January 21, 2002, quoted time frames for completion of the plan review process for Housing Tracts, Public Improvements, and Commercial/Industrial projects (excluding that time consumed by the contractor or developer for correction and/or amendment) shall be as follows:

Initial plan review* (first plan check):

Forty-five (45) working days (this excludes weekends and holidays) will be required to complete the initial plan review process.

Second plan review* (plan recheck):

Forty-five (45) working days (this excludes weekends and holidays) will be required to complete the second, and subsequent, plan review (recheck).

Plan review for small permits:

Thirty (30) working days for initial plan review for all Single Lot Grading. Allow *twenty (20)* days to complete the second plan review (recheck).

*Please note that the time frames quoted above **do not** include that time period when plans are in the possession of the contractor, developer, or consultant for correction and/or amendment.

All submittals subject to the Subdivision Map Act will be processed in accordance with time frames stated within the Act.