

CITY OF RED BLUFF BUILDING PERMIT PROCESS DETAILS

- Applications for a building permit are submitted at the City of Red Bluff Community Development Department, Building Division public counter at 555 Washington Street, Red Bluff, CA 96080.
- Available at the Building Division are Instructions for Completing Preliminary Information for Permit Application.
- Building permit fees are required with the submittal of an application. Additional fees may be necessary including Development Impact Fees (DIFs), engineering, and Planning Division application fees. School fees are collected separately at the Red Bluff School District offices, with proof of payment required prior to the issuance of building permits.
- Applicable building permit fees may be calculated by meeting with a staff employee at the Building Division, calling at (530) 527-2605 ext 3058, or reviewed on the City's website at: https://www.cityofredbluff.org/departments/community_development/index.php
- As described by the flow chart on the following page, once a building permit application is submitted, including all required plan sets and fees, a building permit number is assigned and the plans are made available for other City Departments to review and provide comments.
- Receiving comments from other City departments is fundamentally important to the plan review and permit process. Departments who typically exercise authority over building permits include Fire, Police, Public Works, and the Planning Division. The Fire Department maintains expertise on fire code, life-safety, building occupancy, and safe ingress/egress. Building Division staff maintain expertise on State Building Codes, and structural criteria. The Planning Division exercises authority over zoning and land use, as well as related issues of environmental review. Planning staff also coordinates the approval (entitlement) process for projects that may require approvals by the City Council and Planning Commission. These "discretionary" actions may add time to the building permit process, conditions, and/or environmental mitigation measures.
- An applicant is encouraged to check first with the Planning Division to determine if the project is an allowed land use in the respective zoning district, and whether additional land use entitlements will be required. Planning Division approvals are typically required before a building permit may be issued, and can add time to the building permit process. The Community Development Director may be contacted at (530) 527-2605 ext 3059.
- Comments or conditions imposed by other City departments (or outside agencies such as Tehama County, Caltrans, Regional Water Quality Control Board, or the State or U.S. Departments of Fish & Wildlife) may require revisions to building plans and subsequent resubmittal. Subsequent review of the resubmitted plans by City staff may be necessary prior to the issuance of building permits.
- Once all commenting departments have completed and approved their respective review of building plans, the Building Division can issue a permit and construction can begin.
- Inspections by these departments throughout the construction process may be required at various stages such as grading, foundations, framing, interior and exterior finish work, and landscaping.
- Once all required inspections have been approved, a building inspector or the Community Development Director may issue a building final or certificate of occupancy.

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