

**COUNTY OF EL DORADO
PLANNING AND BUILDING DEPARTMENT**

**AGENDA
December 15, 2021
Building Industry Advisory Committee**

Jerry Homme, Chairman, El Dorado Co, Builders Exchange (*Matt Blessing, Alt*)
Jeff Haberman, At-Large Member (*James Bayless, Alt*)
Lori Burne, At-Large Member (*Marilyn Ross, Alt*)
Earl McGuire, SAGE (*Garry Gates, Alt*)
Jeff Short, North State BIA (*William Fisher, Alt*)
Tom Burnette, Building Official, (*Technical Advisor*)
Casey Ransdell, El Dorado Hills Fire Department, (*Technical Advisor*)

Wednesday, December 15, 2021

1:30 PM

El Dorado County
2850 Fairlane Ct.
Placerville, CA 95667

The BIAC makes recommendations to the Board of Supervisors and Development Services Division regarding code interpretations, inspections, procedures, new construction techniques, product reviews, new codes, revised fees and other items of industry concern (Resolution 164-2010)

Building Industry Advisory Committee Agenda, Supplemental Agenda Materials and Minutes are available on the internet at: https://www.edcgov.us/Government/building/pages/building_industry_advisory_committee.aspx

To observe the live stream of the Building Industry Advisory Committee meeting go to <https://zoom.us/j/99263337638>. The meeting ID is 992 6333 7638. Password 770937.

If you are joining the meeting via zoom and wish to make a comment on an item, press the “raise a hand” button. If you are joining the meeting by phone (646) 558-8656, press *9 to indicate a desire to make a comment. Speakers will be limited to 3 minutes.

By participating in this meeting, you acknowledge that you are being recorded.

CALL TO ORDER AND ROLL CALL

ADOPTION OF AGENDA AND APPROVAL OF THE CONSENT CALENDAR

CONSENT CALENDAR

1. Chair recommending the committee approve the Minutes held on June 16, 2021. Available on the [website](#)
2. Building Industry Advisory Committee recommending, as a result of ongoing concerns related to COVID-19, approve the following finding pursuant to Government Code subsection 54953(e)(3) in order to allow for the continued use of virtual or hybrid Building Industry Advisory Committee meetings as authorized under Assembly Bill 361: Pursuant to Government Code subsections 54953(e)(3)(A) and (e)(3)(B)(ii), the Building Industry Advisory Committee has reconsidered the circumstances of the Governor's proclaimed state of emergency resulting from COVID-19 and finds that the El Dorado County Public Health Officer continues to recommend measures to promote social distancing, as documented in the September 30, 2021 "Public Health Officer's Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic"

OPEN FORUM

Open Forum is an opportunity for members of the public to address BIAC Members on subject matters that are not on the meeting agenda and within their jurisdiction. Public comments during Open Forum are limited to three (3) minutes per person. The Committee reserves the right to impose a reasonable limit of time afforded to any topic, individual speaker or the total amount of time reserved for Open Forum.

DISCUSSION ITEMS

- 1) **Chair recommending the Committee receive and file an update from the El Dorado County Building Division on Standard Operating Procedures (SOPs) for the following:**
 - a. Building Department SOP's; all attachments are available on the [website](#)
 - i. Storm Water Management Plan (Best Management Practices);
 - ii. Stock Pile Permits;
 - iii. Inspectors' Daily Tasks; and
 - iv. Basic Inspection Checklist.
- 2) **Chair recommending the Committee do the following:**
 - a. Discuss and make recommendations on handouts to be available to the public which allow for clear lines of communication between the public and El Dorado County Building Division.
- 3) **Chair recommending the Committee receive and file an update from CJ Freeland, El Dorado County Planning Division on Accessory Dwelling Units (ADUs).**

NEXT MEETING: March 16, 2022

FIRE PROTECTION DISTRICT) UPDATES

BIAC MEMBER UPDATES

ADJOURNMENT

STANDARD OPERATING PROCEDURE
PERMIT CENTER

Subject Matter: Storm Water Management Plan Sites Without WDID #

In order to comply with State-mandated requirements, the way we administer, conduct and track our SWPP site inspections will be as follows:

Winter Months (Oct 15 - May 1)

Every site visit shall include the inspection of properties for compliance with the County's SWPP. Sites with egregious violations shall have all requested inspections canceled. A correction notice listing the failings of the erosion control system(s) shall be issued. The notice shall also state a re-inspection of the site's BMPs will be performed in not less than 48 hours and could result in a stop work order being issued. In addition to the correction notice, pictures shall be uploaded in Trakit documenting site violations.

48 or 24 hours later

Site in compliance:

- Pictures shall be uploaded in Trakit showing the compliance
- BMP inspection resulted with a pass.

Site in non-compliance:

- A STOP WORK order shall be issued. The stop work order shall state work outside of correcting the failing BMPs shall not take place.
- The BMP inspection resulted as correction
- Pictures documenting violations uploaded into Trakit.
- Re-inspection fee shall be added in Trakit
- Site BMP scheduled for 24 hour follow-up inspection

After stop work order is posted, follow-up inspections shall be scheduled for the next day and a re-inspection fee charged daily until the site is in compliance. After compliance is gained the stop work notice may be removed. Inspection services will not resume until all outstanding charges have been paid.

Sites failing to comply with erosion control requirements or violating a stop work notice shall be referred to our Code Enforcement division.

Summer Months (May 2 - Oct 14)

During the summer months, sites are not required to have in place erosion control measures, however; all sites shall have available items to control erosion if an occurrence or need arises. These items will be required to be installed one day prior to any predicted onset of significant precipitation (40% or more chance) as forecasted by the National Weather Service. Every site visit shall confirm measures are available if the need arises.

Site in compliance:

- Pictures shall be uploaded in Trakit showing measures on site
- BMP inspection resulted with a pass.

Sites in non-compliance:

- Correction notice issued noting erosion control measures need to be available at all times and installed one day prior to any predicted onset of significant precipitation (40% or more chance) as forecasted by the National Weather Service.
- Pictures taken showing non-compliance
- BMP inspection resulted with correction
- Re-inspection fee shall be added in Trakit
- Site BMP scheduled for 48 hours follow-up inspection

48 Hour re-inspection site in compliance:

- Pictures shall be uploaded in Trakit showing measures on site
- BMP inspection resulted with a pass.

48 Hour re-inspection site in non-compliance:

- A STOP WORK order shall be issued. The stop work order shall state work outside of correcting the BMP's failings shall not take place.
- The BMP inspection resulted as correction
- Pictures documenting violations uploaded into Trakit.
- Re-inspection fee shall be added in Trakit
- Site BMP scheduled for 24 hour follow-up inspection

After stop work order is posted, follow-up inspections shall be scheduled for the next day and a re-inspection fee charged daily until the site is in compliance. After compliance is gained the stop work notice may be removed. Inspection services will not resume until all outstanding charges have been paid.

Sites failing to comply with erosion control requirements or violating a stop work notice shall be referred to our Code Enforcement division.

Year Round

Anytime you are in the field and you notice any sediment-laden discharge, off of a site, it is your responsibility to report this discharge. In most cases, this would be Environmental Management. Anytime you are in the field and activities are taking place, which cause fugitive dust, it is your responsibility to report this to Environmental Management (530) 621-7501. Anytime a discharge or fugitive dust is referred to another department, the referral shall be entered into the "notes" section of Trakit.



PLANNING AND BUILDING DEPARTMENT

BUILDING DIVISION

<http://www.edcgov.us/Government/Building>

PLACERVILLE OFFICE:

2850 Fairlane Court, Placerville, CA 95667

BUILDING

(530) 621-5315

bldgdept@edcgov.us

PLANNING

(530) 621-5355

planning@edcgov.us

LAKE TAHOE OFFICE:

924 B Emerald Bay Rd

South Lake Tahoe, CA 96150

(530) 573-3330

STOCKPILE PLAN SUBMITTAL REQUIREMENTS

The landowner is solely responsible for the stockpile and for compliance with the terms and conditions of approval included in any relevant permit.

The following items are required for stockpile plans to be deemed complete:

- Site/Plot Plan - drawn at a conventional scale (i.e. 1" = 10', 1" = 20', etc.) showing the entire parcel with property lines dimensioned along with the limits of the stockpile.
- Show the location and dimension of all recorded easements on the parcel – (i.e. road easements, public utility easements, drainage easements, etc.) and trees located within the limits of the stockpile.
- Provide the site address of where the imported material originated.
- Erosion Sediment Control Plan.
- The landowner authorizes the placement, temporary storage and removal of earth materials on the subject property as specified in the approved grading plans.
- Quantity of dirt to be stockpiled _____ cubic yards
- Distance of edge of stockpile to property lines _____ feet

Please note: parcels with issued stockpile permits: No grading permit will be issued unless the stockpile permit is in good standing with no outstanding corrections.

STANDARD OPERATING PROCEDURE

Building Inspectors

FIELD INSPECTION STAFF

- 6:00 - 7:00 am** Assigned Building Inspector III to assign routes through Trakit. Adjustments to routes are to be manually made to:
- More evenly distribute inspection load
 - Address any inspection requests beyond the area of expertise of the assigned inspector
 - The use of plans checkers as field inspectors should be minimized
 - Minimize the use of overtime.
- 7:00 - 7:30 am** Prepare for daily route:
- Research inspection requested and add inspections as needed
 - Complete permit final research on all scheduled permit finals
 - Organize inspection route in an order to optimize travel time
 - Determine your am and pm inspections and enter accordingly
- * If you need help with your workload or another inspection problem, notify the assigned Building Inspector III prior to 7:30 am for re distribution.
- 7:30 - 7:45 am** Building Inspector III will make any final reassignment of inspections.
- 7:45 - 8:00 am** Voicemails, Emails and Tracksoft Callbacks should be brought current. Available to answer phone calls or see clients at the front counter.
- 8:00 am Until Completed** Out for Inspections

INSPECTION LOG PROCEDURE:

- Date, vehicle number and starting mileage shall be noted.
- Inspections with corrections
 - Correction notice written delineating work requiring correction
 - Correction emailed to owner and builder
 - Inspection resulted with correction
- Inspections without corrections
 - Collected field documents uploaded into Trakit attachments
 - Inspections resulted with pass in Trakit

COMPLETION OF INSPECTIONS

BEFORE RETURNING TO OFFICE

- Re-fuel vehicle if under ½ tank of fuel remains
- Check fluid levels of vehicle
- Check tires for wear, damage and under inflation
- Note any safety issues and report them to department's Fleet Coordinator

UPON RETURNING TO OFFICE

- Note vehicles ending mileage and total mileage driven
- Plug in and place iPad into charging station cabinet
- Vehicle mileage data shall be entered into the access based report program.
L:\Reports\DevServicesREPORTS
- Check and return any calls in voicemail
- Return calls labeled in Tracksoft as "building inspector".
<https://edc.adaptatrack.com/Login.aspx?ReturnUrl=%2f>
- All inspectors are to be available for answering phone calls or seeing clients at the front counter.
- Document work hours within Kronos using the appropriate coding and notations.
<https://edcgov.kronos.net/wfc/logon>

TIME PERMITTING

- At the end of each day, code research and staff group discussions for training and inspection consistency should take place
- Staff meetings will take place on Thursday's between 7:00 - 8:00 am. Any agenda items should be emailed to the Building Inspector III arranging the meeting.
- Conduct Res Minor plan reviews

LUNCHESS AND BREAKS

1. At approximately 9:00 am, a 15 minute "morning break" may be taken (sometime during the middle of the first four hour work period*).
2. At approximately 11:00 am, a 30 minute "lunch break" must be taken (sometime during the middle of the work day and before the start of your 5th hour of work).
3. At approximately 1:30 pm, a 15 minute "afternoon break" may be taken (sometime during the last four hour period*).

***Break periods, if missed during the first or last four hour periods, are lost. They may not be accumulated to extend the lunch period or shorten the work day.**

OTHER DUTIES

Inspectors' may volunteer for other duties such as plan check, code research/study. This is on an "as time allows" basis and requires approval from your immediate supervisor prior to such work. Please note that time spent needs to be accurately documented for time management allocations.

S T A N D A R D O P E R A T I N G P R O C E D U R E
P E R M I T C E N T E R

Basic Inspections Checklist

FOUNDATIONS/SLAB

- _____ Posted Address
- _____ Approved Plans
- _____ Zoning and Setbacks: Survey Stakes
- _____ Driveway, Grade, Encroachment Permit
- _____ Slope: Cut-Fill-Grading
- _____ Erosion Control In Place
- _____ Retaining Wall: Ftg-Steel-Depth-Width
- _____ Footing: Steel-Depth
- _____ Piers: Steel-Depth
- _____ Bolts and Special Fasteners
- _____ Stemwall: Steel-Height-Forms
- _____ Gnd Electrode: Type-Size
- _____ Elect Conduit: Material-Bends-Risers
- _____ Plumbing: Wrapped-Test-Fittings-Grade
- _____ Slab: Soil Prep-Steel-Barrier
- _____ Other

UNDERFLOOR/GIRDERS

- _____ Girders-Sills-Bolts-Joists-Cripples Size-Clearance and Bracing
- _____ Ventilation 1/150th of Crawl Space
- _____ Water Pipes: Test-Supports-Insulation
- _____ D.W.V.; Fittings-Grade-Supports Tests
- _____ Plenums & Ducts: Clearance
- _____ Gas Piping; Supports-size-LP Drain
- _____ Support Insulation
- _____ Other

INSULATION/UNDERFLOOR

- _____ Insulation: R-Value-Supports
- _____ Title 24 Regulations: Sealing-Vapor-Barrier-Venting
- _____ Other

SHEARWALL

- _____ Shearwall: Size-Nailing-Bolts-Hardware
- _____ Other

ROUGH ELECTRICAL

- _____ Service: Riser-Clearance-Ground-Disconnect
- _____ Sub Panel: Breaker-Wire Size-Bond-Ground-Neutral Isolation
- _____ Bonding: Water-Gas-Metallic Building
- _____ Range/Dryer: Wire Size
- _____ Kitchen Circuit: Min Number-Wire Size Spacing

INSULATION

- _____ Insulation: R-Value-Clearance-Support
- _____ Title 24: Chalking-Vapor Barriers
- _____ Other

DRYWALL/LATH

- _____ Drywall Nailing/Screwing: Size-Spacing
- _____ Firewall/Ceiling: Type-Nailing/Screwing
- _____ Braced Walls: Location-Length-Nails-Spacing
- _____ Gas Line Test: Interior System Under Test

SERVICES

- _____ Sewer: Depth-Size-Grade-Bedding-Cleanout-Backwater
- _____ Water: Depth-Size
- _____ Septic System: EM Approval
- _____ Water Well: Electric – EM Approval
- _____ Gas Line: Type-Dual-Stage-Depth-Setback-Test
- _____ Temp Electric: Location-Support-Ground-GFI

FINAL INSPECTION

- _____ Permanent Address
- _____ Driveway: Firesafe Regulations
- _____ Encroachment Approved
- _____ Permanent BMP Completed
- _____ Decks: Stairs-G. Rail-Handrails-Earth Contact
- _____ Gas Pipe: Wrapped-Painted-Connected
- _____ Water Service: Insulated-Antisiphons
- _____ Electrical: Panel-GFI-ARC-Breakers-Labeled
- _____ Chimney & Fire Caps
- _____ Exterior Doors: T-24- Lights-Steps-Landing
- _____ Foundation: Vents-Crawl Space Access; Drainage & Wood Earth Clearances
- _____ Garage Fire Door
- _____ WH: Vent-Strap-P/T-18” From Floor Barrier
- _____ Furnace: Vents-Clearance Comb Air
- _____ Garage: Furnace Above + Metal Ducting-Barrier
- _____ GFCI: Kitchen-Bathroom-Exterior-Garage
- _____ ARC: All Non-GFCI Protected Outlets
- _____ Dishwasher: Air Gap-Disconnect
- _____ Fireplace: Hearth-Clearance-Man-Specs

- _____ Dedicated: Bathroom –Laundry-Furnace-Equipment
- _____ Electric Receptacle: Spacing
- _____ Box Sizing & Number of Conductors
- _____ Conductor Protection
- _____ Fixtures: Location-Type-Clearances
- _____ Smoke/Carbon Alarms: Room locations-Ceiling heights
- _____ Other _____

ROUGH MECHANICAL

- _____ Mechanical Vent: Bath-Laundry-Kitchen
- _____ Dryer Vent: Insulation-Support-Fasteners-Size
- _____ Furnace: Vent-Access-Comb. Air-Outlet-Vent
- _____ Condensate Drain & Overflow: Size-Grade
- _____ Fireplace/Wood Stove Chimney: Size-Clearance-Cap-Listing
- _____ Other _____

TOPOUT PLUMBING

- _____ Water Heater: Vent-Access-Comb Air-P/T Line
- _____ Water Pipe: Test-Supports-Protection Size
- _____ D.W.V.: Test-Fittings-Size-Support-Protection
- _____ Shower Pans:Size-Dam Height-Hop Mop-Test
- _____ Spa-Access-Bonding
- _____ Gas Pipe: Layout-Size-Supports-Test-Bonding
- _____ Other _____

FRAME INSPECTION

- _____ Mudsills: Material-Anchors
- _____ Studs: Size-Nailing-Spacing-Bracing-Plates
- _____ Bearing Walls: Over Double Joists
- _____ Floor Joists: Span-Blocking-Size-Notching-Hanger Type
- _____ Floor Nailing: Material Nailing Schedule
- _____ Draft Stop: Confined Spaces
- _____ Fire Stops: Dropped Ceilings-Stairs-Chases (V&H)
- _____ Headers 7 Beams: Size-Type-Grade-Hanger-Location
- _____ Hardware: Type-Size-Location
- _____ Trusses: Layout-Bracing-Support-Fasteners
- _____ Ceiling: Joists & Rafters: Purlins-Ties-Struts-Supports
- _____ Interior Shear: Nailing-Bolts-Hardware-Location
- _____ Attic Access: Size-Location
- _____ Attic Vent: Size-Screen-Insulation Baffle-WUI Approved
- _____ Stairs: Width-Headroom-Rise-Run-Landing
- _____ Bedroom: Windows-Sill-height-Min-Dimension
- _____ Glazing: Safety-Area-Skylight-Title 24-WUI
- _____ Siding: Material-Nailing-Moisture Barrier-WUI Approved
- ===== Bearing: From Roof To Foundation
- _____ Other _____