MISSION STATEMENT

To promote a better quality of life for those who live, work and visit the City of Gilroy by ensuring safety in construction, fire protection, and environmental regulation to safeguard life, health, property and public welfare while proactively taking a customer oriented approach to finding practical solutions.

APPLICABLE CODES

Gilroy Municipal Code (GMC)
2016 California Building Code (CBC)
2016 California Fire Code (CFC)
2016 California Historical Building Code (CHBC)
2016 California Plumbing Code (CPC)
2016 California Mechanical Code (CMC)
2016 California Electric Code (CEC)
2016 California Existing Building Code (CEBC)
2015 International Existing Building Code (IEBC) Appendix A2 and A3
2016 California Energy Code (CEnC)
2015 International Property Maintenance Code (IPMC)
2015 Uniform Administrative Code (UAC)

DESIGN PARAMETERS

Seismic Design Category:
D (Section 1613, 2016 CBC)

Basic Wind Speed:
110 mph (3 miles per second gust), Surface Roughness Category C, and Wind Exposure C, unless justified by Engineer/Architect of Record (Section 1609, 2016 CBC)

Climate Zone:
Zone 4 (Figure 101-A, 2016 CEnC)

Rainfall design:
1.5 inches per hour (Table D-1, 2016 CPC)
START

SUBMIT PERMIT APPLICATION & PLAN

The applicant submits construction documents at the counter. Permit Tech reviews for completeness per submittal checklist.

DOES PLAN REQUIRE CORRECTION?

The Permit Tech contacts the project applicant and sends out corrections.

ANY REVISION OR DEFERRED ITEMS?

Applicant submits any changes to the original approved plan and/or deferred items to the Building Department for review. Appropriate plan check fee is assessed.

PAY PLAN CHECK FEE

The applicant pays appropriate plan check fee at this time.

PAY FEE BALANCES

The permit tech calculates all applicable fees. The applicant pays appropriate permit fees. If Change plan occurs, additional fees are also assessed at this time.

CORRECTION

For concurrent plan check, resubmittal checklist requirements are met. The Permit Tech selects the most appropriate plan review time and directs the applicant to resubmit all requested information.

DOES PLAN REQUIRE CORRECTION?

The applicant pays appropriate plan review fees at this time.

RESUBMITTAL

Applicant corrects plans and provides additional information requested. The Permit Tech reviews for resubmittal completeness per resubmittal checklist.

START

PRECON

The applicant's design & construction teams meet with the building inspector to go over the construction and inspection process.

COMMENCE INSPECTION PROCESS

The applicant submits construction documents at the counter. Permit Tech reviews for completeness per submittal checklist.

PAY PLAN CHECK FEE

The applicant pays appropriate plan check fee at this time.

PAY FEE BALANCES

The permit tech calculates all applicable fees. The applicant pays appropriate permit fees. If Change plan occurs, additional fees are also assessed at this time.

CORRECTION

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DOES PLAN REQUIRE CORRECTION?

The applicant pays appropriate plan review fees at this time.

RESUBMITTAL

Applicant corrects plans and provides additional information requested. The Permit Tech reviews for resubmittal completeness per resubmittal checklist.

START

END

Issue Certificate of Occupancy (C of O)

FINAL INSPECTION

COMMENCE INSPECTION PROCESS

NO

DEFERRED ITEMS?

The Permit Tech selects the most appropriate plan review time and distributes it to the required divisions (Building, Engineering, Fire, and Planning) for concurrent plan check.

ISSUE PERMIT

Applicant submits any changes to the original approved plan and/or deferred items to the Building Department for review. Appropriate plan check fee is assessed.

PAY PLAN CHECK FEE

The applicant pays appropriate plan check fee at this time.

PAY FEE BALANCES

The permit tech calculates all applicable fees. The applicant pays appropriate permit fees. If Change plan occurs, additional fees are also assessed at this time.

CORRECTION

For concurrent plan check, resubmittal checklist requirements are met. The Permit Tech selects the most appropriate plan review time and directs the applicant to resubmit all requested information.

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