



Phased Approval Permit Request

Development Services Department
777 B Street Hayward, CA 94541
510.583.4140

INTENT

In order to meet tight construction schedules, it can be beneficial for certain projects to divide the work into phases prior to the full plan review being completed. The California Building Code recognizes this need and has a provision in **CBC 107.3.3** that allows for “phased approvals”. Phased approvals are permits issued for aspects of a project before the main building permit is approved. The most common example of this is a permit being issued for a foundation while the rest of the building is still in plan review.

RISKS

It is important to note that Phased Approvals carry some risks to the contractor and owner. Since work is permitted for only a specific portion of a project, there is a potential that changes required elsewhere in the building will impact the work that was started early. Because of this, all phased approval requests must be carefully reviewed and approved by the Building Official prior to issuance. However, the approval by the Building Official does not guarantee a problem free process. The risk of a phased approval ultimately rests on the applicant.

PROCESS

Before a Phased Approval Permit can be issued, the following steps must be completed:

STEP 1:

The applicant must complete the Phased Approval Permit Application on the reverse of this form and submit it to The Building Official (or designee) for review.

STEP 2:

If the Building Official approves the Phased Approval Permit application, the applicant must prepare a separate set of plans that covers the scope of work for which the phased approval is being requested.

STEP 3:

The plans for the specific phase must be submitted for review under the normal plan check process. The Phased Approval will have a permit number and inspection records just like any other permit. **Work on the site will be limited to the scope indicated on the approved set of plans.**

SEE REVERSE FOR PHASED APPROVAL PERMIT APPLICATION

Phased Approval Permit Application

Phased Approval. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. **The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.**

Complete the following information and submit this form to the Building Division for review. Staff will respond within 2 business days with further instructions, denial or approval.

Date: _____ *Master Building Permit Number (if applicable)* _____

Project Address: _____

Scope of Work Requested as a Separate Phase: _____

Applicant's Name: _____ Applicant's Phone: _____

Applicant's Email: _____

- I acknowledge that prior to the expiration of the Phased Approval Permit; all inspections will be scheduled to ensure compliance is met by the State and City Building Codes.
- I understand the risks associated with the Phased Approval Permit and will comply with any changes made to the building plans upon final completion of the plan review and approval of the primary permit.
- I agree to the **\$588** processing fee associated with the Phased Approval Permit in addition to the standard building permit fees for the scope of work in this phase.

Applicant's Signature: _____ Date: _____

Note: If approved, please bring this form with you when applying for the Phased Approval Permit with signature and date.

For Department Use Only

Circle one: **APPROVED** **DENIED**

Reason / Notes:

Building Official (or designee) Signature: _____ Date _____