

What requires signature of a California Professional Engineer or California Licensed Architect?

All plans submitted for a permit are required to be signed by either a California Professional Engineer or California Licensed Architect, as specified in Sections 5537 and 6737 of the California Business and Professions Code ***with the following exceptions for exempt structures:***

- ⇒ Single family dwellings of conventional wood frame construction not more than two stories and basement in height.
- ⇒ Multiple dwellings containing not more than four dwellings units (total of existing plus new) of wood frame construction on any lawfully divided lot. Total of four dwelling units in clusters such as apartments or condominiums.
- ⇒ Garages or other structures appurtenant to single-family dwelling or multiple dwellings not more than two stories and basement in height.
- ⇒ Agricultural and ranch buildings unless the Chief Building Official deems that an undue risk to the public health, safety or welfare is involved.

However, if any portion of any structure exempted by these sections, deviates from the requirements for conventional light wood-frame construction or tables of limitations for wood frame construction found in Chapter 23 of the California Building Code as adopted by the City of Vallejo, then the Chief Building

Official may require the preparation of plans, drawings, specifications or calculations for that portion a Professional Engineer or Licensed Architect. The documents for that portion shall bear the stamp and signature of the license who is responsible for their preparation.

What requires stamp, and wet stamp signature?

- ⇒ At initial and all subsequent plan check submittals; Stamp or Seal, may be original or copy (with expiration date of the license); all sheets of plans, and cover sheet or first page of the calculations, specifications and reports.
- ⇒ At final submittal for permit; Wet stamp and wet signature on cover sheet of plans and cover sheet or first page of calculations, specifications and reports.
- ⇒ All other sheets of the final plan set shall be stamped and signed original or copy).

Aiding and Abetting

What constitutes aiding and abetting?

See Business and Professions Code Sections 5582, 5582.1, and Title 16, Section 135 and 151 of the California Code of Regulations for Architects and similarly for Engineers under Business and Professions Code Section 6735.

Aiding and abetting occurs when a California Licensed Architect:

- ⇒ Assists unlicensed individuals to circumvent the Architects Practice.
- ⇒ Stamps and signed documents which have not been prepared by the Architect or in the Architect's office or under the Architect's immediate and responsible direction.

Building Division

Selecting A Contractor and Who Can Prepare Plans



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Selecting a Contractor and Who Can Prepare Plans

Here are a few tips that you may wish to consider when you select a contractor:

- ⇒ Make sure the contractor is licensed and carries a performance bond. Licensing information is available from the Contractor's State License Board or by phone at (800) 321-2752.
- ⇒ Make sure that the contractor carries sufficient insurance to cover expenses that may arise as a result of their work, such as the effect of rain while a portion of the roof is uncovered.
- ⇒ Get at least three (3) bids and check the bidder's backgrounds and references are viable. If possible, visit some of their projects and talk to the occupants.
- ⇒ Require your contractor to meet with you and your engineer for a pre-construction tour of the project. This may reduce the number of claims for extra work during the project.
- ⇒ Include a clause that limits the maximum change-order costs that may be charged.
- ⇒ Ask the contractor to submit a list of materials and equipment for your project identifying, for example, the number of wall anchors, tons of steel frame, cubic yards of concrete, the number of different types of bolts and other unit items. Alternatively, you could ask the contractor to assign a dollar value for each aspect of the work, for example, replacing the roof, installing frames and foundations, etc.

This may assist you in limiting the cost of change orders when certain aspects of the job are not performed (with the City's approvals), may enable you to take credits against cost increases.

- ⇒ Have all changes to the approved design completed before the start of construction. Changes during construction are far more costly and, in addition, may result in delays and loss of use. Also, you are in a better position to negotiate a fair change order before construction on your building has started.
- ⇒ Once your selection is made, if your project is large and complex, instruct your contractor to schedule a pre-construction meeting with the Building Department.

Warning Signs:

Recognize the tip-offs to "fly-by-night" home repair or improvement swindlers. They include:

- ⇒ Use of an unmarked vehicle; high pressure sales tactics or very low bids; requiring advance non-refundable payment in full before the work is completed;
- ⇒ Refusal or failure to give written estimates and contracts, or to provide references, proof of insurance, or required licenses.

Consider local, reputable contractors.

Research your project

Before selecting a contractor, research the project so you will be knowledgeable about what the job involves. Your research should include what has to be done, the best way to do the work, and the types and costs of materials that should be used. You also may want to contact your the Building and Safety Department to find out what building permits are required for your job.

Carefully compare your written bids. Be sure each includes everything you want. The bid should serve as a starting point in your negotiations with the contractor. It is not necessarily the bottom line; less reputable contractors may cut corners for low bids.

Lastly, Get a written contract

The identification of the contractor, including name, business location and telephone numbers should be written into the contract. Answers to the following questions should be in written contract:

- ⇒ When will the work begin? How long will it take? What will it involve?
- ⇒ What type, grade and quality of material will be used? How much will it cost? Will subcontractors be used? If so, who and how will they be paid?
- ⇒ What guarantees and warranties will I receive? Will the contractor obtain necessary licenses and permits?