



THE SVABO PERMIT TECHS

Meeting Agenda

Agenda

Wednesday, April 9, 2025 at 4pm PST via [Microsoft Teams](#)

Leaders:

Elizabeth (Ellie) Villalba, City of West Sacramento

Jordan Tibbits, Town of Loomis

- 1. Introduction and Icebreaker** - Your name, jurisdiction, and favorite book/food
- 2. February's Meeting and February Mixer at Lone Buffalo in Auburn, CA**
- 3. [Committee Website](#)** - check out our monthly newsletter, meeting agenda, recorded meetings, awesome pictures and educational opportunities SVABO, CALBO, and Permit Tech Nation offers all on one page!
- 4. No SVABO PT meeting in May** - SVABO Education Week
- 5. Educational Opportunities** - [Educational Opportunities Site](#)

5.1 SVABO Education Week, May 12-15, 2025 - [SVABO Institute Catalog](#)

Courses for Permit Technicians:

May 12th & 13th - The Complete Permit Technician-ICC 2021 or 2024 Codes with Steve Burger

May 15th - Plan Review for Permit Technicians with Mary Dickson

5.2 CALBO PERMIT TECHNICIAN ROUNDTABLE: EXPANDING YOUR TOOLBOX WITH INSIGHTS, TIPS, & TRICKS - Summer 2025

YOUR input is needed! You are invited to submit questions, topics and input to be addressed during this upcoming webinar and other future permit technician offerings in the following short survey – [click here](#)



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6. (2) Additional Volunteers to make final decisions. This will give volunteers a view of our committee. Please email svabopermittechs@gmail.com if interested in being part of the leadership team!

7. Discuss Survey Responses

7.1 Friday Closure

7.2 Fees for Over-the-Counter Permits

7.3 Fees for Master Plan ADU

8. ADU -

8.1 Interpretation for ADUs that include a 150 square-foot exterior expansion, the 150 square feet count towards the 750 square-foot limit ([2025 ADU Handbook](#), page 22). For example, a 700 square-foot interior conversion ADU with 23 a 150 square-foot exterior expansion for ingress and egress would count as an 850 square foot ADU for the purposes of calculating fees, thus triggering the proportionate fee requirement of Government Code section 66324, subdivision (c).

9. Document/Handouts -

9.1 Document/handouts to help/guide new business owner through the process of planning and building permits

9.2 How does your jurisdiction handle demolitions and renovations with hazardous materials, specifically lead paint. Do you require a contractor to sign a document or show certification that they are certified to handle lead paint? *The City of Susanville has general processes for asbestos, but if anyone has forms they can share for both asbestos and lead paint that would be appreciated.*

9.3 How do other jurisdictions handle inspection scheduling times and windows. Example we do 9:00-3:00 and of course that is a big issue for contractors and our inspector does not call. I would like to know if other areas call ahead.

10. Questions, comments, suggestions, exciting news?