

2025 Key Actions Taken

Training

- Continued monthly Community Development Department “First Friday” trainings focused on communication, teamwork, and City values.
- All Community Development staff completed DiSC assessments and participated in department-wide and division-specific communication training.
- Division managers attended three full-day, in-person RGS Leadership Academy training courses focused on public sector leadership, accountability, and performance management.
- Five Community Development staff completed the Sustainovation training program emphasizing team effectiveness, mission, values, productivity, and accountability.
- Six of seven Current Planning staff attended the American Planning Association (APA) Conference.
- All Permit Services plan checkers, inspectors, supervisors, and the Building Official completed training on the 2025 California Building Standards.
- All Permit Services Plan Checkers obtained International Code Council (ICC) Residential Plans Examiner certification.
- Permit Services Plan Checker training initiated to develop an in-house ADU plan review team.

Staffing

- Added one full-time Permit Clerk and filled two additional Permit Clerk vacancies to support customer service and simple permit processing.
- Added one full-time Permit Technician and filled two Permit Technician vacancies to support building permit intake and processing.
- Filled one Building Combination Inspector I and one Building Combination Inspector II vacancy.
- Permit Services filled a new Management Analyst position to support process improvement, data analysis, reporting, budgeting, and permitting technology.
- Filled the Supervising Plan Checker position after a two-year vacancy through internal promotion.
- Filled two Plan Checker I positions with a commitment to train staff to higher certification levels.
- Permit Services maintained contracts with five plan review consultants to manage workload and commercial plan review needs.
- Current Planning added and filled one Senior Planner.

- Current Planning added and filled an Associate Planner position.
- Current Planning filled an Administrative Aide vacancy.
- Current Planning began recruitment for a Management Analyst.
- Code Enforcement filled two full-time admin vacancies for Administrative Analyst and Administrative Clerk.
- Code Enforcement filled two full-time Code Enforcement Officer I vacancies.

Workflow

- Established and refined permit policies, procedures, and checklists to align with new legislation and improve customer guidance.
- Shifted more permit activity online, resulting in reduced front counter demand and increased use of email communication.
- Began monthly coordination meetings between plan checkers and inspectors to identify recurring issues and develop consistent solutions.
- Created and implemented visual inspection guides to help homeowners better understand inspection types and sequencing, particularly for ADUs.
- Initiated development of an in-house ADU plan review team to reduce reliance on consultants and improve customer experience.
- Continued updates to Trakit and the Paperless Permit Portal and evaluated additional technology solutions to improve efficiency.
- Leveraged consultants to manage large-scale projects (including Amazon) without impacting permit processing timelines.
- Advanced implementation of Municipal Resource Group (MRG) recommendations through operational changes and the Values in Action framework.

Legislation

- Adopted the 2025 California Building Standards (effective January 1, 2026).
- Developed and implemented processes to comply with new state laws impacting permit processing, including:
 - AB 42 – Tiny homes and temporary sleeping cabins
 - AB 306 – Freeze on local residential code amendments
 - AB 1132 – Solar energy system permit fees
 - AB 1332 – ADU preapproved plans (process developed for 2026 implementation)
 - AB 1738 – EV charging stations in existing buildings
 - AB 253 – Residential Private Permitting Review Act

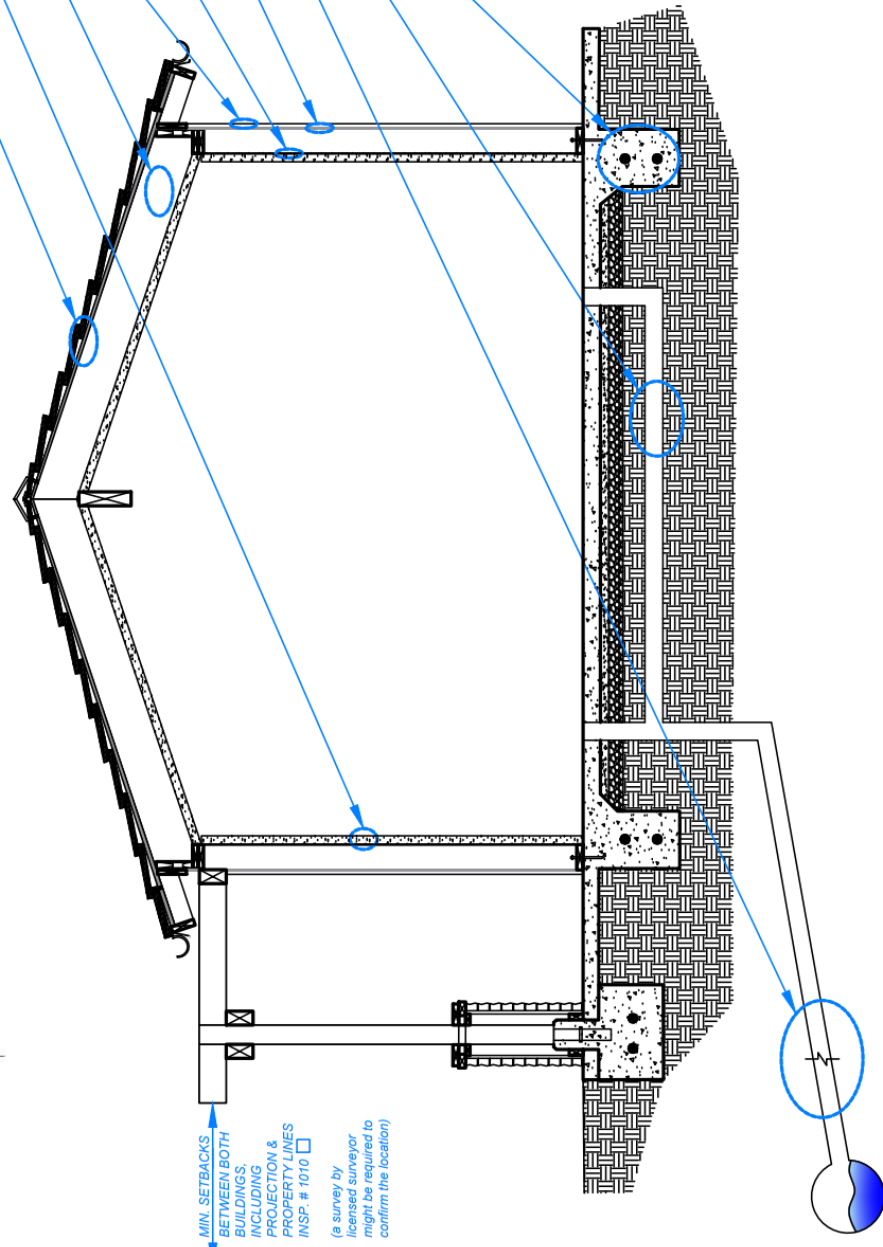
- SB 379 – Solar Access Act (process developed for 2026 implementation)
 - AB 2579 – Exterior Elevated Elements inspection updates
- Continued the Comprehensive Zoning Code Update (ZCU) to streamline entitlement processes, simplify regulations, and improve clarity for applicants and staff. Phase One of the zoning code has been initiated to address amendments to the current Zoning Code and bring it into compliance with State Housing Law prior to completion of the General Plan Update. Opportunities for streamlining and clarification will be considered to eliminate the need to wait for the full comprehensive update. Completion of Phase One is anticipated by mid-2026.



City of Salinas
Permit Services Division - Community Development
65 West Alisal Street, Salinas, CA 93901
831-758-7251 - Option 1
Eng Option 2, Planning Option 3, Fire Option 4

- ROOF SHEATHING FRAME
INSP. #1280 ☐
- DRYWALL/SHEETROCK
INSP. #1410 ☐
- TRUSS
INSP. #1320 ☐
- EXTERIOR LATH (STUCCO LATH)
INSP. #1420 ☐
- FRAMING
INSP. #1300 ☐
- SHEAR OR PLYWOOD
INSP. #1260 ☐
- SEWER CONNECTION
INSP. #1060 ☐
- UNDER SLAB/FLOOR PLUMBING
INSP. #1080 ☐
- FORMS/FOOTINGS/STEEL & SLAB
INSP. #1000 & 1020 ☐

MIN. SETBACKS
BETWEEN BOTH
BUILDINGS
INCLUDING
PROTECTION &
PROPERTY LINES
INSP. # 1010 ☐
(a survey by
licensed surveyor
might be required to
confirm the location)



Essential Rough Inspections	
ROUGH PLUMBING/TOP OUT INSP. # 1210 ☐	ROUGH MECHANICAL INSP. # 1240 ☐
ROUGH GAS PRESSURE INSP. # 1220 ☐	ROUGH WIRING INSP. # 1250 ☐
ROUGH WATER PIPING INSP. # 1230 ☐	

Essential Underground Inspections	
SOIL CONDITIONS INSP. # 1005 ☐	
WATER SERVICE INSP. # 1070 ☐	

*SEE JOB CARD FOR A COMPLETE LIST OF INSPECTIONS AS ALL SIGN OFFS **MUST BE DONE ON THE JOB CARD***

ADU SECTION VIEW

REFERENCE USE ONLY



City of Salinas
Permit Services Division –Community Development
65 West Alisal Street, Salinas, CA 93901
831-758-7251 – Option 1
Eng Option 2, Planning Option 3, Fire Option 4

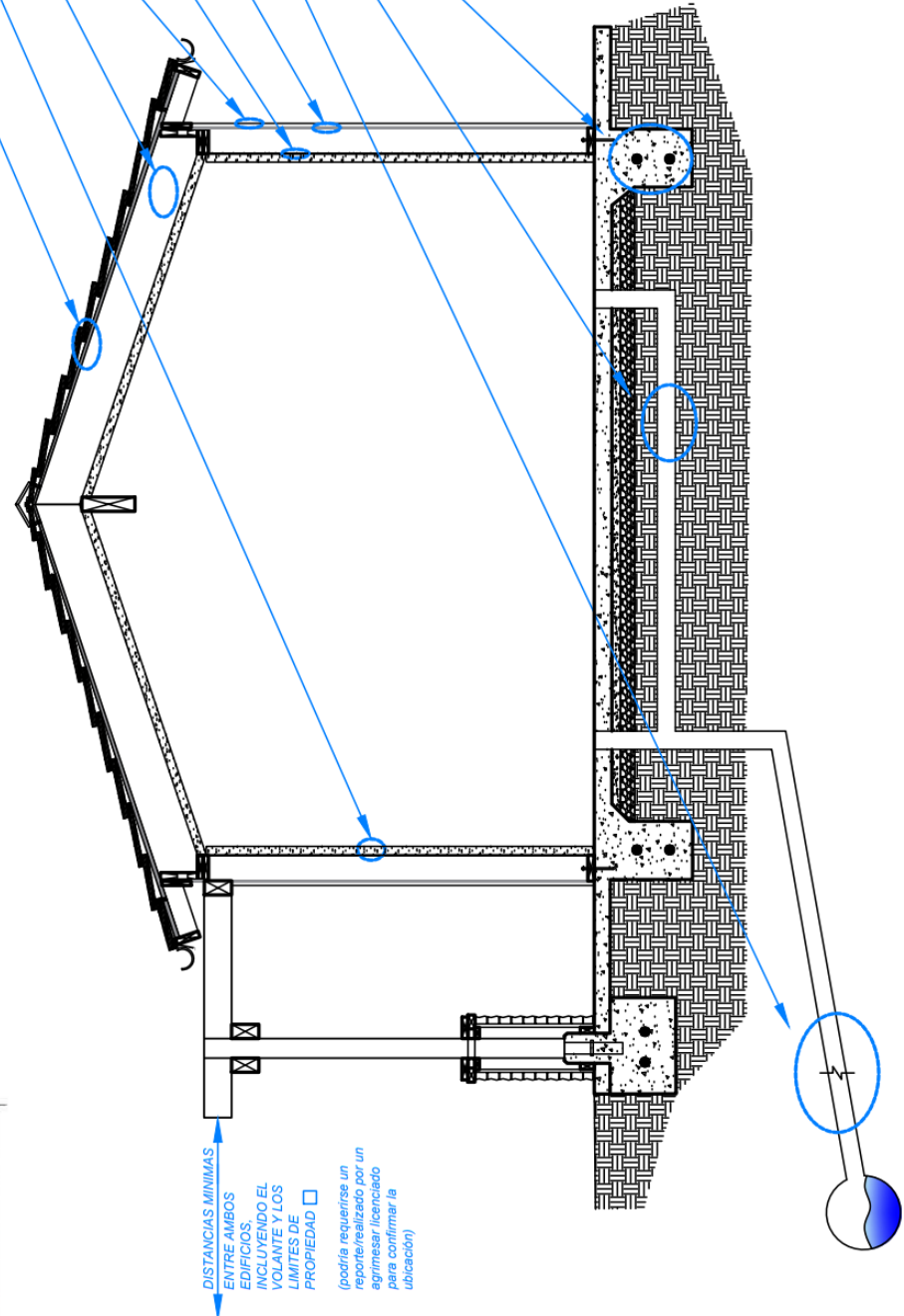
- PLYWOOD DE TECHO
INSP. #1280 ☐
- DRYWALL/SHEETROCK
INSP. #1410 ☐
- TRUSSES
INSP. #1320 ☐
- MALLA METÁLICA EXTERIOR
INSP. #1420 ☐
- ARMAZON/FRAME
INSP. #1300 ☐
- MUROS DE SHEAR O PLYWOOD
INSP. #1260 ☐
- CONEXIÓN DE ALCANTARILLADO
INSP. #1060 ☐
- PLOMERÍA DEBAJO DE LOSA/PISO
INSP. #1080 ☐
- FORMAS/ZAPATAS/ACERO Y LOSA
INSP. #1000 & 1020 ☐

DISTANCIAS MÍNIMAS
ENTRE AMBOS
EDIFICIOS.
INCLUYENDO EL
VOLANTE Y LOS
LÍMITES DE
PROPIEDAD ☐
(podría requerirse un
reporte/realizado por un
agrimensor/licenciado
para confirmar la
ubicación)

Essential Rough Inspections	
PLOMERÍA DRENAJE INSP. # 1210 ☐	MECÁNICA PRELIMINAR INSP. # 1240 ☐
PRESIÓN DE GAS PRELIMINAR INSP. # 1220 ☐	ELECTRICO PRELIMINAR INSP. # 1250 ☐
TUBERÍAS DE AGUA PRELIMINAR INSP. # 1230 ☐	

Essential Underground Inspections	
CONDICIONES DE SUELO INSP. # 1005 ☐	
SERVICIO DE AGUA INSP. # 1070 ☐	

***CONSULTE LA TARJETA DE TRABAJO PARA
OBTENER UNA LISTA COMPLETA DE LAS
INSPECCIONES Y APROBACIONES
OFICIALES**



VISTA DE LA SECCIÓN ADU

SOLO PARA USO DE REFERENCIA