

PERMIT APPLICATION CHECKLISTS

Why do I need a building permit?

You need to obtain a building permit for many reasons. A building permit ensures that your structure is in compliance with the building codes. Building codes are rules that are intended to make buildings safe for the occupants that occupy the structure. Insurance companies value building codes because when updated codes are in place; this usually means the buildings are stronger, and more likely to withstand severe weather events lessening the amount of loss to property. Building codes can safeguard public health by regulating wastewater and other potential health hazards that may infiltrate into your neighborhood.

When don't I need a building permit?

1. One-story detached accessory structures provided the floor area does not exceed 120 square feet.
2. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
3. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
4. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
5. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
6. Prefabricated swimming pools that are less than 24 inches deep.
7. Swings and other playground equipment accessory to a one or two-family dwelling.
8. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

Electrical

Repairs and maintenance: A permit shall not be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas

Portable heating, cooking or clothes drying appliances, fixed piping system and are not interconnected to a power grid. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code. The cleaning of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets,

provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Emergency Repairs

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

Ordinary Repairs

Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.