

# **City Permit Information to help you make the right choices when remodeling**

**Though this information is specifically for Pinole California, it gives typical information that you would get from other cities in the area.**

**Go to the website for your city or call to get information on the city where you live.**

**This information is only a beginning at taking the proper steps to remodeling any property with proper permits. You are urged to make sure that you hire licensed contractors. Take time to check their work history, license status, complaints and permits taken out on your property. It is not wise to pay for any services up front before work is performed. Remember, you can open accounts at supply stores yourself and count items used in the project to be sure you are paying for work done on your property alone. You can also pay in stages of completion rather than in lump sums too early in the project. Taking a pro-active approach could save you money, time, and frustration.**

The information provided here came from the following link:  
<http://www.ci.pinole.ca.us/building/residential.html> for information on regulations describing building permits for remodeling in Pinole, CA

## **DO I NEED A PERMIT?**

Here are the requirements for [Residential](#) and [Commercial](#) permits.

Before a building permit can be issued by the Building Division, information concerning [zoning regulations](#) must be obtained from the [Planning Division](#). If the permit request is for new construction, then architectural design, public works and landscaping standards may apply to the property or project. These items must be addressed before a building permit can be issued by the Building Division.

## **RESIDENTIAL PERMITS**

If you plan to sell or remodel your home, you may be affected by recent real estate law changes, which require a disclosure statement for property remodeling and additions where permits have not been obtained.

The building division receives frequent requests for inspections of houses that are being placed on the resale market. If permits were not secured for remodeling or additions, it can be a very costly and inconvenient process for the homeowner.

Lenders require proof that a building permit has been secured. If the work involved additions or remodeling without permits, the wallboard must be removed to expose the framing members, as well as electrical and plumbing work, that was not inspected during construction.

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Although a contractor will often secure the necessary permits, the responsibility for obtaining building, mechanical, electrical or plumbing permits lies with the homeowner.

## **YOU *DO NOT* NEED A PERMIT FOR THE FOLLOWING:**

- Cosmetic work, such as installing carpet, painting, wallpapering
- Minor improvements, such as replacing a garbage disposal or dishwasher
- One story detached accessory buildings used as tool and/or storage sheds or playhouses and under 120 Sq. ft. of projected roof area.
- Fences not over 6 ft. in height.
- Retaining walls under 3 ft. in height (including foundation).
- Swimming pools less than 5,000 gallons and setting above the adjacent grade.
- Detached platforms, walks and decks without a cover, under 30 inches high and under 120 sq. ft.
- Removable window awnings projecting not more than 54 inches.

## **YOU *DO* NEED A PERMIT FOR THE FOLLOWING:**

- Installation of free-standing fireplaces
- Fireplace and wood stove inserts
- Replacement of hot water heater, furnace or air conditioner
- Water softeners
- New sewer, water or gas line
- Changes to retaining walls
- Room additions
- Window Replacement
- Fire damage repair
- Electric service upgrade, electric service panel relocation, and new wiring or electric plugs
- Installation of heat pumps or solar panels
- Reconstruction of older homes
- New siding or new roof
- Termite repair work
- Pools, spas and hot tubs
- Patio covers, decks over 30 inches high OR over 100 square feet OR attached to the house, and gazebos
- Permanent affixed or freestanding signs

## **FOR ADDITIONAL INFORMATION:**

The Building Division can explain or mail to you information on the current standards for these projects. Available documents include:

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- "Patio Cover Requirement"
- "Reroofing Requirements"
- "Fence Regulations"
- "Pool/Spa Gate Requirements"
- "Room Addition Requirements"
- "Windows/Glazing"
- "Window Replacement"
- "Decks, Walks and Platforms"
- "Handrails/Guardrails"

If you have questions, feel free to contact the Building Division at (510) 724-8912

- [Click here](#) to learn more about the Building Permit Process.

### THE BUILDING PERMIT PROCESS

- [Do I need a permit?](#)
- [Required Drawings](#)
- [Additional Requirements](#)
- [Permit Application](#)
- [Building Permit Fees](#)
- [Inspections](#)
- [When to Call for an Inspection](#)
- [Permits Available Over the Counter](#)
- [Permit Requirement Information](#)

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### REQUIRED DRAWINGS

It is not necessary to be a proficient draftsman; however, the following basic information must be on 18" x 24" minimum size paper drawn to a scale of 1/4" = 1' showing the following:

- Plot Plan showing the size, position and setbacks of the proposed project in relation to existing buildings, property lines, and public utility easements. This plan is to be drawn to a scale of 1:20, which means 1 inch

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is equal to 20 feet.

- Foundation Plan indicating the type and size of footing used and the pad/finish floor grades.
- Framing Section showing sizes of framing members and methods of assembly and, if required, the R-value of insulation being used.
- Floor Plan detailing the location of walls, supports, size and location of doors, windows, electrical outlets, heater, plumbing fixtures, smoke detectors and the square footage of the project.
- Roof Framing Plan showing details of framing, type of sheathing, nailing pattern, roof pitch and type of roof covering.
- Elevations showing two or more sides of the proposed structure.
- Four (4) sets of drawings must be submitted to the Building Division.
- New commercial, new single/multi family dwellings or room additions over five hundred square feet (500) must submit one set of drawings to West Contra Costa Unified School District for payment of school fees. A letter from the West Contra Costa Unified School District showing that school fees have been paid must be submitted before a building permit can be issued.

## **ADDITIONAL REQUIREMENTS**

- Depending on the scope of work, other documents such as, engineering, soils reports or Title 24 may also be required:
  - Two (2) sets of structural engineering
  - Two (2) sets of Title 24
  - Two (2) sets of geological report
- A residential addition greater than five hundred (500) square feet or a second story addition shall require a geological report.
- A residential addition shall include wall, ceiling, foundation, slab, or raised floor U-values as per Title 24 special package A or D, as applicable, or submit a complete Title 24 energy compliance package. Title 24 requirements must be an integral part of the plans.
- New commercial construction requires that one additional set of drawings be submitted to the Fire Department.
- If the new structure is a restaurant, one additional set of drawings must be

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submitted to the Contra Costa County Health Department.

- Commercial tenant improvements require two sets of Title 24 Energy calculations and may require engineering for any structural changes.
- Residential room additions under 100 square feet are not required to submit Title 24 Energy calculations but must show R values of insulation and U values of windows on drawings. Additions of 100 square feet to 500 square feet must submit Title 24 Energy calculations and may be required to submit a soils report if the addition is on a slope.

Depending on complexity plan check should be complete within 7 to 21 working days.

## **PERMIT APPLICATION**

When applying for a permit, certain information is required to complete the permit [application](#).

- Description of work
- Project Location (street number & name)
- Legal owners name, address and telephone number
- Proposed work Valuation
- Proof of Workman Compensation
- State Contractors License Information
- Current City Business License

The owner, an authorized agent, or a licensed contractor is the only person who can legally sign the building permit application. Upon approval of the application and issuance of the permit, the applicant/contractor has 180 days (6 months) to commence work on the project.

## **BUILDING PERMIT FEES**

Fees are charged for each type of permit issued such as building, plumbing, electrical and/or mechanical. The permit fee is based on the valuation of the project and calculated from fee tables established in the code. The fees provide for the checking of plans and adequate field inspection of the materials and methods of construction.

Fees may be paid by cash, check, money order, Visa or Mastercard.  
Fees may also be paid via fax when using Visa or Mastercard.

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## **INSPECTIONS**

All permits issued require an inspection during and/or at completion of the work. *Scheduling inspections is the responsibility of the applicant/contractor.*

Depending on the type of project, the following inspections are required:

- *Foundation* - after trenches are excavated, forms erected and steel is in place.
- *Underfloor* - after the installation of underfloor framing, heating ducts and plumbing.
- *Underfloor Insulation* - after the floor insulation is installed, but prior to installation of the subfloor.
- *Roof Nail* - after installation and nailing of the roof sheathing.
- *Rough Frame* - after the roof, all framing, fire blocking, siding, lath and bracing are in place and all pipes, chimneys, vents, rough electrical and plumbing are installed.
- *Insulation* - after the wall and ceiling insulation is installed.
- *Drywall Nail* - after the drywall is installed and prior to tape or texture.
- *Final* - after finish grading and the building is completed and ready for occupancy.

Obviously, not all of the inspections listed above will apply to every job. If uncertain which inspections pertain, please check with the Building Inspection Division.

## **WHEN TO CALL FOR AN INSPECTION**

An Inspection request recorder is available on a 24-hour basis by calling 510-724-8914.

Inspection Requests require 24-hour notice.

Morning inspections are performed between 10:00am - 12:00 noon.

Afternoon inspections are performed between 1:00pm - 3:00pm

**APPOINTMENTS ARE NOT MADE.**

The inspector can be reached at 510-724-8912 between 8:00am and 9:00am to inquire about a more specific estimated time of arrival. The approved plans and the inspection card should be on the job site and available to the inspector at the time of inspection.

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## PERMITS AVAILABLE OVER THE COUNTER

Stucco Work	Electrical Repairs
Plumbing Repairs	Dryrot/Termite Repairs
Demolitions	Minor Residential Repairs
Solar Power Systems	Commercial Irrigation Systems
Fireplaces	Retaining Walls with Engineering
Furnace Replacement	Fire Damage Repairs
Reroofing	Residential Irrigation Systems
Water Heaters	Window Replacement

Permits may be pulled:

- Mon - Thurs: 8:00am - 3:00pm
- Fri: 8:00am - 1:00pm

## PERMIT REQUIREMENT INFORMATION

These documents can answer some of your questions about common home project permit requirements:

[Decks, Walks, and Platforms](#)

[Patio Covers](#)

[Room Additions](#)

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Water Heaters

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