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RESIDENTIAL – WHEN IS A BUILDING PERMIT REQUIRED?

A common misconception of permits is that a permit is not required for work that is not structural in nature. That is untrue. Generally, a permit is required for any work on any structure. A good rule of thumb is to get a permit except for new paint and new floor coverings. A more specific list is detailed below. The exemptions below apply only to single-family residential structures or structures accessory to a residence.

CONTACT US - Keep in mind that although a permit may not be required, other City Code requirements may apply such as property line setbacks, fence heights, number of accessory structures, parking requirements, etc. If you are in doubt as to whether or not a permit is required, or have any questions, please contact our office at 716-9030 and we will gladly answer any questions you may have.

YOU NEED A PERMIT IF YOU ARE: (This is not a complete list.)

Building or Installing:	<ul style="list-style-type: none"> • New Construction • Garage • Tool or storage shed • Decks, patio, or patio cover • Ventilation, heating, or air-condition supply or exhaust • Chimneys
Adding or changing:	<ul style="list-style-type: none"> • Rooms • Carport to Garage • Garage to livable space • Dormers, bay windows, or other wall openings • Water heater or any other parts of the plumbing • Furnaces or any other parts of the heating & gas system • Circuits or any other parts of the electrical system • Walls to a porch
Replacing or changing:	<ul style="list-style-type: none"> • Electrical Service • Furnace or water heater • Replacing windows, siding, foundation, etc. • Roofing • Existing stone, brick, or concrete • Wall coverings • Porches
Demolishing:	<ul style="list-style-type: none"> • Any structures, part of a structure, or any other changes that affect the structure of any building, even a tool shed on your property require a State Permit.

WHEN IS A BUILDING PERMIT REQUIRED?

R105.2 Work exempt from permit.

Permits shall not be required for the following. Exemption from the *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this *jurisdiction*.

Building:

- One-story detached *accessory structures* used as tool and storage sheds, playhouses and other similar uses, provided the floor area does not exceed 200 square feet.
- Fences not over 6 feet high. (A permit through Planning & Zoning is required.)
- 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.
- 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.
- Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment accessory to a one- or two-family dwelling.
- 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. (This applies only to residential installations.)
- Decks not exceeding 200 sq. ft. in area, that are not more than 30 inches above *grade* at any point, are not attached to a *dwelling* and do not serve the exit door required by Section R311.4.

Electrical:

- Listed cord-and-plug connected temporary decorative lighting.
- Reinstallation of attachment plug receptacles but not the outlets therefore.
- Replacement of branch circuit overcurrent devices of the required capacity in the same location.
- 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.
- Replacement of branch circuit overcurrent devices of the required capacity in the same location.
- Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts energy.

Gas:

- Portable heating, cooking or clothes drying appliances.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

- Portable heating appliances.
- Portable ventilation appliances.
- Portable cooling units.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- Portable evaporative coolers.
- Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
- Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

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 clearing 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.

R105.2.1 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.

R105.2.2 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.