

BUILDING AND SAFETY DEPARTMENT

1. What building projects require a permit?

Following is a list of projects that require building permits based on Appendix chapter 1 of the California Building Code and Santa Paula Municipal Code Section 150.002.

Projects Requiring Permits

- *New building and garages (see exceptions)*
- *Room additions (attached or detached)*
- *Patio covers and carports (wood, metal, etc.)*
- *Room conversions*
- *Structural repairs or alterations*
- *Window replacements (except glass only replacements)*
- *Basements*
- *Change in use of building, i.e., from single-family to multiple-family or vice versa, or increase in the number of dwelling units or sleeping rooms in a building.*
- *New or replacement fireplaces, air conditioners, heaters, water heater and water softeners*
- *New or replacement roof covers*
- *Chimney repairs*
- *Adding or replacing stairways, handrails or guardrails (indoors and outdoors)*
- *Retaining walls over 3 feet in height from the top of the footing to the top of the wall*
- *Block or masonry walls more than 42" in height*
- *Exterior plaster wall covers including metal siding, brick veneer siding, wood or vinyl siding*
- *Plumbing, electrical or mechanical not listed as exempt.*
- *Lawn sprinkler and fire sprinkler systems*
- *Demolition of walls, buildings, patios, block walls higher than 42" and other structures requiring permits.*
- *Moving structures to or from a different location*
- *All other projects not exempted below*

2. What building projects are exempted? (permit not required)

Exempted Projects (permits not required):

- *One-story detached buildings not over 12 feet in height used as tool or storage sheds, playhouses, gazebos and similar uses, provided the floor area does not exceed 120 square feet, and the building does not have plumbing, electrical or mechanical.*

- *Fences other than concrete or masonry and not over 6 feet high*
- *Concrete or masonry fences not exceeding 42" in height*
- *Retaining walls that are not over 3 feet in height measured from the top of the footing to the top of the wall, unless supporting a surcharge (a load in addition to the soil weight) or impounding flammable liquids.*
- *Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below and not part of any accessible route.*
- *Painting, papering, tiling, carpeting, cabinets, counter tops, or similar finish work*
- *Window awnings supported by an exterior wall weighing less than 3 lbs. per square foot, and projecting not more than 54 inches from the building*
- *Prefabricated swimming pools in which the pool walls are entirely above the adjacent grade and of a capacity that does not exceed 5,000 gallons (all pool installations must meet pool enclosure provisions (walls or fences to prevent pool access by children or animals) even when exempted except when maximum water depth is potentially deeper than 18 inches)*
- *Driveway and sidewalk repair work other than on public rights-of-way*
 - *At-grade patio or porch slabs*
 - *Window glass replacement (frame changes require a permit)*
 - *Dish receivers, antennas and flagpoles (including supports):*
 - *Dish receivers 18 inches or less in diameter, or antennas less than 30 feet in height and connected to the roof of structure*
 - *Dish receivers 18 inches or less in diameter, or antennas less than 50 feet in height and connected to the ground*
 - *Flagpoles less than 15 feet connected to the roof or structure*
 - *Flagpoles less than 25 feet connected to the ground only*
 - *Dish receivers less than 10 feet in height connected to the ground.*
 - *The stopping of leaks in drains, soil, waste or vent pipes, provided, however, that should any concealed trap, drainpipe, soil, waste or vent pipe become defective and it becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be acquired and inspection made as provided by code*
 - *The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, or for the removal and reinstallation of water closets (toilets), provided such repairs do not involve or require the replacement of valves, pipes or fixtures, and so long as the replacement or reinstalled water closet is 1.6 gallons per flush (maximum)*

- *Portable motors or other portable appliances energized by means of a cord or cable having an attachment plug end to be connected to an approved receptacle when the cord or cable is permitted by the electrical code.*
- *Replacement of hard-wired fixtures and replacement outlets when replaced with the same size and type*
- *Repair or replacement of any over current device (circuit breaker) of the required capacity*
- *Electrical wiring, devices, appliances, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.*
- *Repair or replacement of any over current device (circuit breaker) of the required capacity.*
- *Portable heating appliances, portable ventilating equipment, portable cooling units, and portable evaporative coolers*

2. *Why do I need a permit?*

A permit serves to document the work being done and authorizes the City to make required inspections to ensure that minimum health and safety standards have been performed.

3. *Who can take out permits for work at a residence?*

A licensed contractor or the property owner can take out a permit.

4. *What do I need in order to obtain a permit for a patio?*

First, provide a plot plan and talk to the Planning Department. Once the Planning Department approves the location, you need to submit a construction plan to the Building and Safety Department unless you are using the City's Patio Cover Standard Plan.

5. *What is the procedure for obtaining a permit?*

The following residential construction permits may be obtained over the counter, usually without the necessity of plans: Re-roofs, water heater replacements, electrical service panel upgrades, minor projects that can be described with sufficient detail using few words on permits applications.

a) Minimal plans are required for the following residential permits: A floor plan showing minor electrical, mechanical or plumbing projects.

b) Before any major construction or remodeling work begins, you will need a plot plan and construction plans for the items being built. Submit four sets of plans to the Building & Safety Department. There is a plan check deposit fee due at that time. (Fees are based upon the value of the structure being built.) Drawings submitted for plan review must be complete and sufficiently detailed to enable a proper review and for field inspectors to determine compliance with the building codes. Incomplete drawings or lack of sufficient detail can result in rejection of the submittal. All plans must be accurate, to scale and show completely how the project is to be built. In order to obtain a building permit for your project, you must get approval from the Planning, Building and Safety, Fire and Public Works Department.

6. *Can an owner build his/her own house, pool, etc.?*

A homeowner can obtain a permit as an owner-builder to do his/her own work or act as a general contractor for his/her own property.

7. *What needs to be submitted to build a house?*

Provide four complete sets of plans with two sets of supplemental documents (i.e. Energy Calculations, Engineering Calculations, Soils Investigation Report, etc.). Complete plans include a site plan, a foundation plan, a floor plan, and a framing plan, including a roof-framing plan, elevations, general notes, door and window schedules, Title 24 Energy and structural details. A plan check deposit is required at time of submittal.

8. *What needs to be submitted for a spa permit?*

A plot plan showing the location of the equipment and the spa, plus an electrical load schedule showing what the electrical load is on your service panel and how much of a load you are adding with the spa equipment.

9. *How deep does a gas line have to be buried?*

All horizontal metallic piping shall have at least twelve (12) inches of earth cover. Plastic gas piping shall have at least eighteen (18) inches of earth cover.

10. *How deep does an electric line need to be buried?*

Twelve (12) inches for plastic electrical conduit or six (6) inches for rigid metal conduit. The conduit must be two inches deep when placed under concrete. Electrical under driveways must be buried eighteen (18) inches, unless it is a

GFCI protected branch circuit (20 amps Maximum), in which case it may be buried twelve (12) inches. See Table 300-5 in the National Electrical Code for further details.

11. *Is a permit required for a block wall?*

A permit is required for standard block walls greater than 42 inches tall.

12. *How high does a fence have to be around a pool or spa?*

The fence must be a minimum of five (5) feet tall. For other enclosure requirements, see Chapter 154 of the Santa Paula Municipal Code.

13. *Does a portable (self-contained) spa need a permit?*

No, as long as it has a locking cover. Otherwise a building permit is required for the enclosure inspections. In both cases, an electrical permit is required for any new exterior receptacles.

14. *Does a garage door opener require a permit?*

Not for the garage door opener, but an electrical permit will be required for the outlet used for the opener.

15. *Can I just plug in my garage door opener?*

Yes, if the cord is not over six feet long, and it is not plugged into an extension cord.

16. *Do I need a permit for sprinklers?*

Yes, a plumbing permit for the portable pressure lines and vacuum breakers.

17. *Can plastic pipe be used for sprinklers?*

Yes, use schedule 40 pipes, buried 12" deep.

18. *Is a permit needed to replace a water heater?*

Yes. If the water heater is located in the garage, it needs to be elevated 18" above the garage floor. All water heaters need to be earthquake strapped within the top and bottom 1/3 of the heater tank.

19. *Why does a gas dryer and water heater in the garage require an 18" platform?*

For safety, because gas fumes are heavier than air, raising the dryer prevents accidental ignition of fumes by the dryer's burner system.

20. *Is a permit required to replace a garbage disposal or dishwasher?*

A permit is required only if the plumbing or wiring is altered.

21. *Is a permit required for free standing fireplace?*

Yes, building and mechanical permits are required. Freestanding fireplaces must also have an NER or U.L. listing.

22. *Is a permit required to replace a shower pan or bathtub?*

Yes, a plumbing permit is required.

23. *Do I need a permit to replace my driveway?*

No, unless you are replacing or enlarging the approach, in which case you need an encroachment permit.

24. *Is a permit needed to replace my main water line or a sewer lateral?*

Yes, a plumbing permit is necessary.

25. *Who do I call for inspection?*

Call the 24 hr. inspection line (805) 933-4210.

26. *What time will the inspection take place?*

The inspection will take place for AM inspections, between 8:30 am and 11:30 am. PM inspections, between 1:30 pm and 4:00 pm. Due to field conditions and workloads, specific times cannot be given.

27. *Do I have to be present during the inspection?*

Yes, unless you have given specific permission to the inspector and the work to be inspected is on the exterior with all permits and plans accessible. Inspections will not be done if unsupervised minor children or unsecured animals are present.