



Accessory Structures

What you need to apply for a building permit:



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<input type="checkbox"/>	Permit Application	



DID YOU KNOW?

- No permit is required on structures less than 20 square feet
- As “owner-builder” you are the responsible party of record on such a permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor applies for the proper permit in his or her name.
- If you plan to do your own work, with the exception of various trades that you plan to subcontract, the subcontractors must apply for trade permits.
- If you plan to do your own work, including all of the trade work, then you may apply for the permit.
- Frequent practices of unlicensed contractors is to secure “owner-builder” building and trades permits, erroneously implying that the property owner is providing his or her own labor and material personally.
- It would benefit you to hire a licensed contractor to perform the trade work.
- Permits are valid for work to begin within six months.
- Permits expire if no work is performed for longer than 180 days.

Why Do I need a Permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier

Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor’s experience and act as a system of checks and balances that can result in a safer project.

It’s the Law

Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

Tips on hiring contractors

- ◆ Hire only licensed contractors.
- ◆ Get at least 3 bids.
- ◆ Get 3 references, and ask to see a project.
- ◆ Get it in writing, but before you sign the contract, make sure you completely understand.
- ◆ Do not make final payment until you have received a Certificate of Occupancy (CO) and until you are satisfied.
- ◆ **Have the contractor apply for the required permits.**

Construction Details

Construction details and specifications help the building department find problems before they occur in the field.

This example shows the types of detail our office will be looking for in your plan submittal.

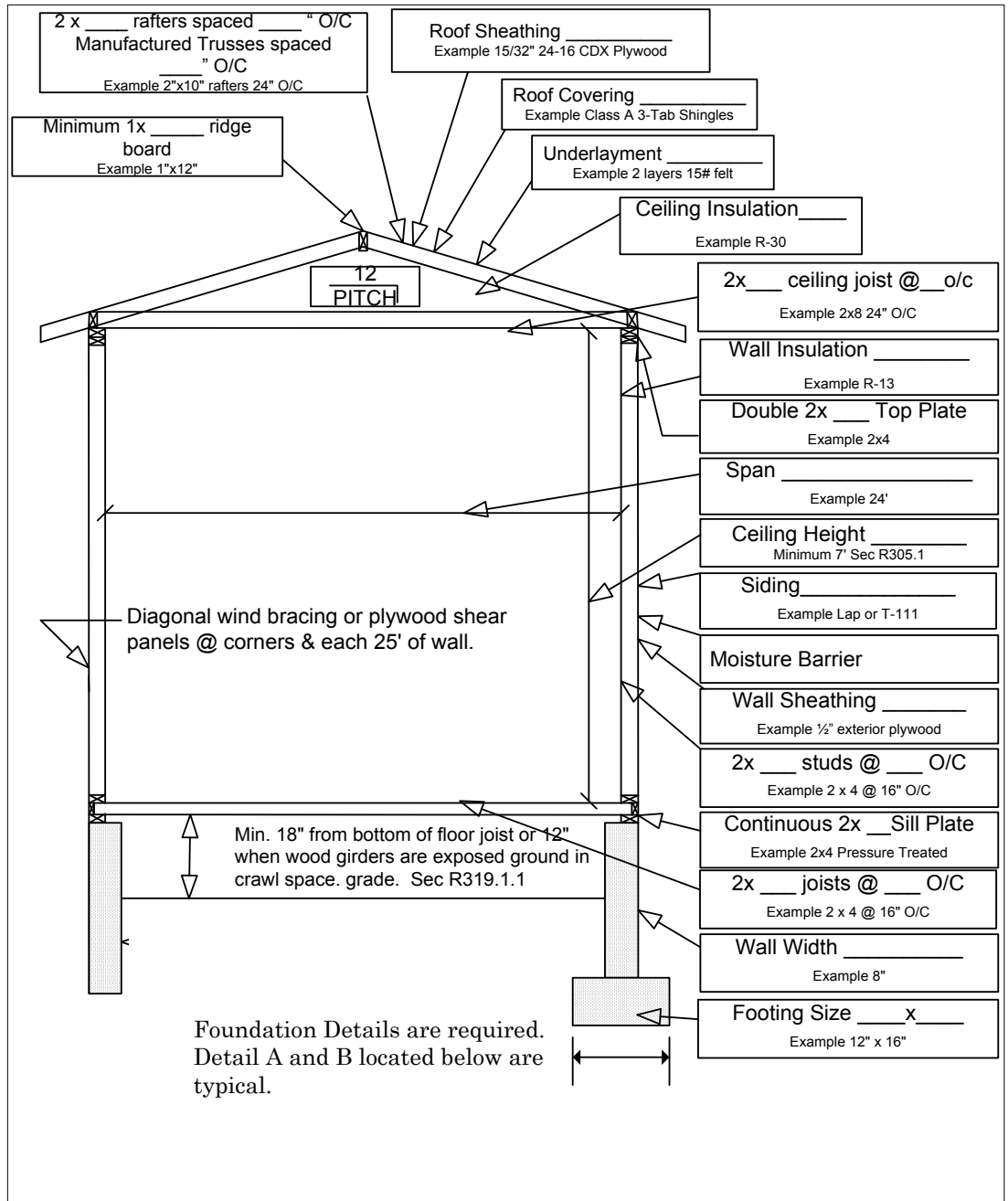
In addition to construction details such as these, you will need to submit details on:

1. Foundation detail
2. Floor Plan

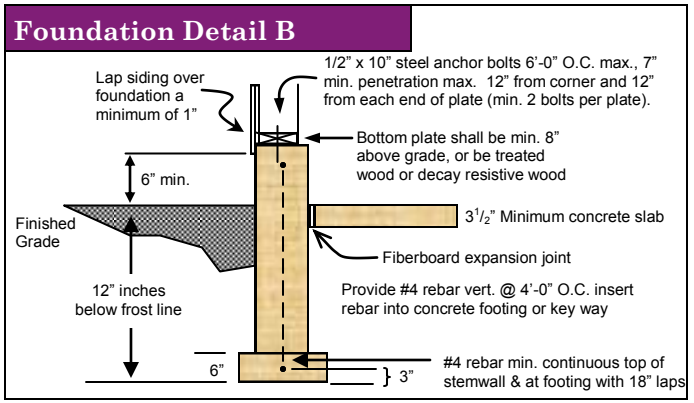
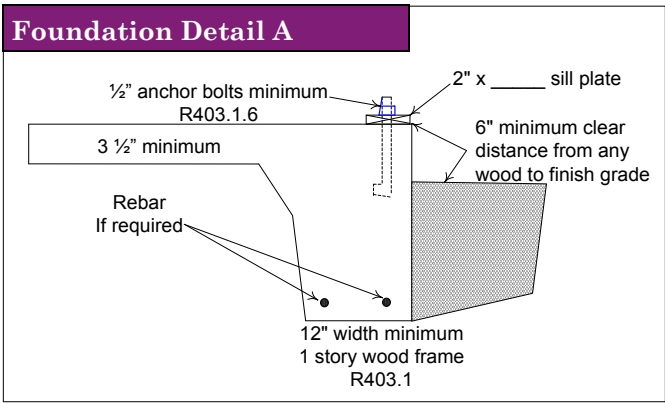


REMINDER:

Permits are only issued after plan review. The time required to conduct this review will depend on the completeness of the information we receive in the plans.

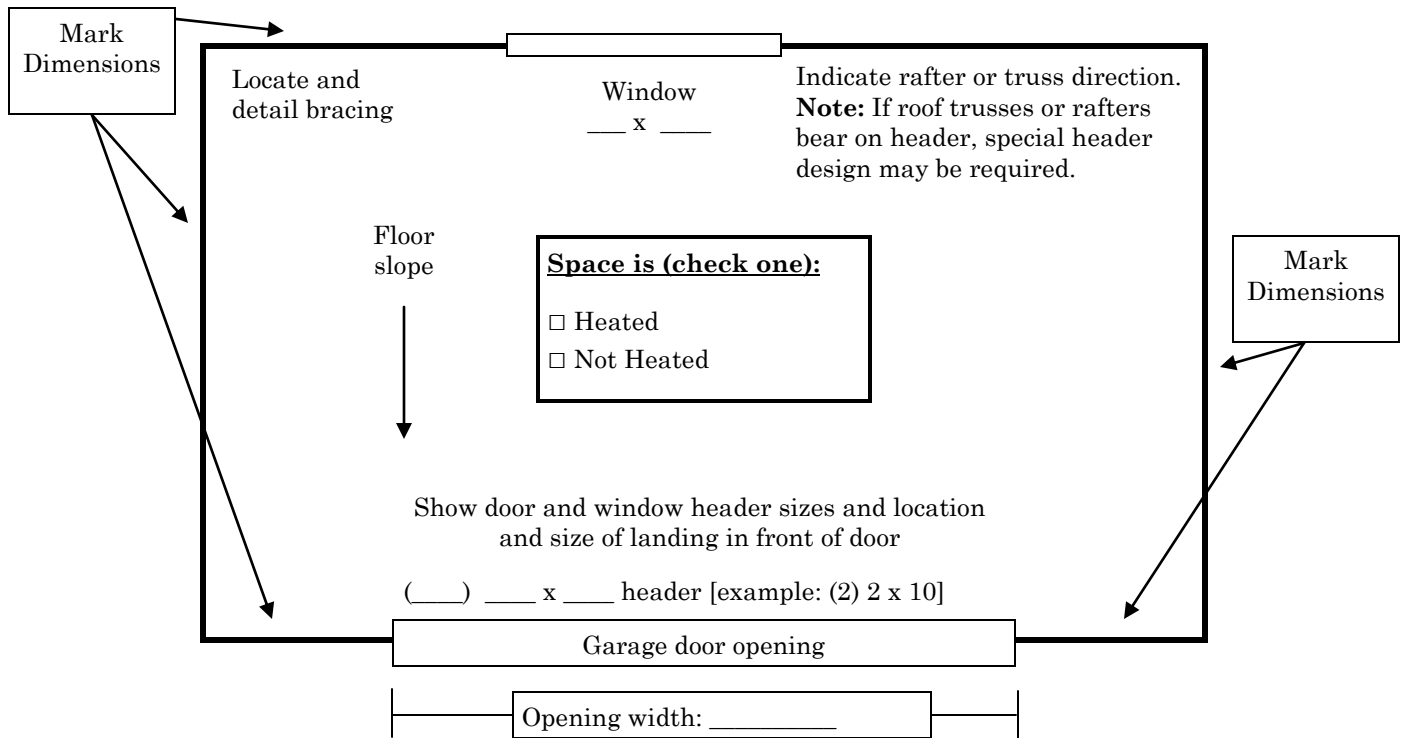


Foundation Details are required. Detail A and B located below are typical.



Floor Plan

The floor plan is used to determine the complexity of the work and to validate the site plan. Floor plans must show any dimensions of the structure and openings.



Braced Wall Panel Detail

