

Standard Permit Application Requirements

Drawings must be specific for the permit. Mechanical, Electrical, Fire Alarm, and Sprinkler System drawings will not be accepted with a building permit submission. Separate applications must be made for each permit type, and the required drawings must accompany each application. See this [Bulletin](#) for additional information regarding standard application requirements.

If project scope has been modified after a permit has been issued, an amended permit may be required. Please refer to the [Amended Permit Bulletin](#) for an outline of that process.

Commercial Permits

Commercial permits are required for all work performed on structures other than single or two-family dwellings. This includes multifamily buildings with three or more units and mixed-use buildings with residential units and commercial spaces. Please click on the appropriate link from the list of permits on our navigation bar to the left of this screen.

Work Not Requiring a Permit:

Building:

- One-story detached accessory structures used as tool and storage sheds, playhouse and similar uses, provided the floor area does not exceed 120 square feet.
 - Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Fences less than 6 feet high.
 - Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Oil derricks.
 - Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Retaining walls that are not over 4'-0" in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
 - Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to the diameter or the width does not exceed 2 to 1.
 - Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below grade and not part of an accessible route.

- Will require [Zoning Approval](#) and an [Occupancy Permit](#).
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- Temporary motion picture, television and theater stage sets and scenery.
- May require [Zoning Approval](#).
- Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24" deep, do not exceed 5,000 gallons and are installed entirely above grade.
- Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
- Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Swings and other playground equipment accessory to detached one and two-family dwellings.
- Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Window awnings that:
 - Are attached to Group R-3 or U Occupancies.
 - Are supported by an exterior wall which do not project more than 54 inches from the exterior wall.
 - Do not require additional support.
 - Will require [Zoning Approval](#) and an [Occupancy Permit](#).
- Non-fixed and moveable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.
- Replacement windows are not exempt from permit requirements, as stated in Title 34, 403.42(c)(xiii).
 - Replacement windows must comply with the requirements of "The International Energy Conservation Code".
- Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.

Electrical:

- Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
- Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for power supply, the installations of towers and antennas.

- Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas:

- Portable heating appliance.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

- Portable heating appliance.
- Portable ventilation equipment.
- Portable cooling unit.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- Replacement of any part which does not alter its approval or make it unsafe.
- Portable evaporative cooler.
- Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.