



DEPARTMENT OF COMMUNITY DEVELOPMENT  
Building Division  
(626) 813-5267

## BUILDING PERMIT REQUIREMENTS

A telephone call may save you time, trouble and expense. If you are making home improvements, call (626) 813-5267 to determine if you need a permit and how to obtain one.

### WHEN NEEDED

A permit must be taken out by either the HOME OWNER or a LICENSED CONTRACTOR in the owner's behalf. Permits are required for the following:

- Demolition or relocation of buildings or additions.
- Construction of buildings or swimming pools.
- Additions to buildings (such as a porch, new room, open patio, fireplace, breezeway or screened patio).
- Remodeling such as enlarging a room or alterations to a structure, window change-out and stucco.
- Repair a roof or re-roofing.
- Installation of a lawn sprinkling system or water piping.
- Replacement or installation of a hot water heater.
- Repair or installation of wiring. A licensed contractor is required to do any work pertaining to the electrical meter box.
- Repair of traps or addition of plumbing fixtures such as, dishwashers, garbage disposal, laundry trays, etc.
- The repair or installation of sewage systems.

### INSPECTIONS

The work is checked during construction by an experienced City inspector (owner or contractor shall contact the City for inspections). The number of inspections required depends upon the type of construction and the particular project. All work must be inspected before it is concealed. For example, footing trenches for a building are inspected before concrete is placed in them to determine if the footings are on solid ground and of proper size. Before any building or swimming pool is used, IT MUST RECEIVE A FINAL INSPECTION.

### STREET IMPROVEMENTS

Prior to performing any work (concrete, asphalt, masonry, trenching, wheelchair ramps, piping, grading, etc.) on the street, sidewalk and/or parkway, a licensed contractor ("A" or "B"-performing at least three trades or "C"-qualifying) must obtain a public works permit. Street improvements may be required as a condition of project approval, for property improvements valued at \$20,000 or more. Public improvements vary depending on the project size and may range from planting a street parkway tree to replacing a section of damaged sidewalk and/or constructing a new ADA Access Ramp.