IS A PERMIT REQUIRED?

Before beginning any project to repair, remodel or add on to a structure on your property, it is important to determine if a building permit is required. California Code of Regulation Title 24 as adopted by the City of Daly City, a permit is required to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure in Daly City. Building permits can work for you and are beneficial to you and our community. Here are some FAQs to help you get started in the permit process.

When is a building permit required?

- Permits are required to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure in Daly City, such as:
  - Garage, or construction of rooms therein (including accessory dwelling units)
  - Kitchen or bathroom remodel
  - Decks and patio enclosures
  - Retaining walls. (see Fences and Retaining Walls pamphlet)
  - All types of plumbing, mechanical and electrical installations, including fixture replacement and installation
  - Lawn sprinkler installations
  - Gas piping and gas appliance installation (including water heater and furnace replacement)
  - Porch enclosures
  - Additions
  - Replacement of roof, siding, garage door, furnace, water heater, and/or windows.

- Accessory buildings with a floor area of more than 120 sq. ft.
  Even when permits are not required, there are very specific location and setback requirements. It is always a good idea to check with the Building and Planning Divisions first.

Building permits are not required for:

- Fences up to a height of six feet (6') at rear and sides of residential building.
- Painting, exterior or interior of building.
- One of more detached storage sheds where the total floor area does not exceed 120 square feet in floor area.
  - Electrical light and outlets may not be allowed for a detached shed. If lighting is desired, Solar lighting can be used as an option.

Many home maintenance projects (e.g., water heater, furnace and window replacement, re-roofing, and siding) which can be described on the permit application may be issued without plans. Replacing or adding a sink, toilet or bathroom vanity requires a plumbing permit. By permitting and inspecting construction work, the Building Division assures the work is done in accordance with the code of regulations, and the health and life safety of Daly City citizens is protected.

How do I apply for a Building Permit?

- You may apply in person at the Building Division located on the second floor of City Hall. Staff is available to assist you Monday through Friday, 8 a.m. to 4 p.m. (Wednesdays 9 a.m. to 4 p.m.). Permits will be issued to a contractor licensed by the State of California and in possession of a valid Daly City Business License or registered property owner of a residential building who will be performing the work without having any individual not family related or employees.

May I do the work myself?

- Depending on the nature of the work or improvements planned, a code of regulations, staff will review the application with you and provide an opportunity to demonstrate your construction knowledge for your planned project.

Keep in mind, as an owner-builder, you assume full responsibility for all phases of your project and its integrity. When you hire workers to work on your project, you are now considered as an "Employer" and may be subjected to payroll taxes, including workers compensation insurance.