

## 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. According to the California Building Code, 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.

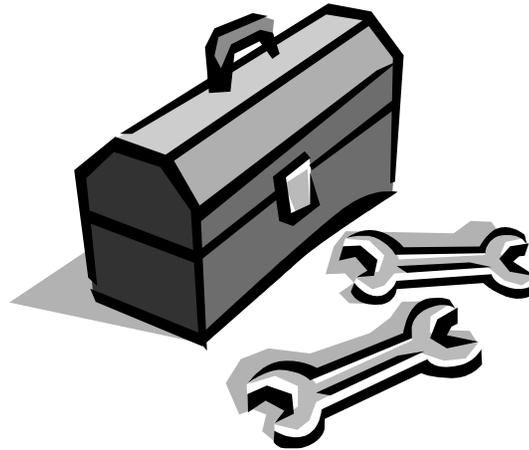
### When is a building permit required?

- 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 secondary units)
  - Kitchen or bathroom remodel
  - Accessory buildings over 120 sq. ft.
  - 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)
  - Replacement of roof, siding, garage door, furnace, water heater, and/or windows.
  - Porch enclosures
  - Additions

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.*
- *Sheds not exceeding 120 square feet (120 s.f.).*



### When are building plans required?

- Plans are required for any new construction or when you add to, alter or repair existing structures. Structures include rooms, decks, stairways, retaining walls, and patio/porch enclosures.

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, 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 5 p.m. (Wednesdays 9 a.m. to 5 p.m.). Permits may be issued to the property owner or any contractor licensed by the State and in possession of a valid Daly City Business License.

### May I do the work myself?

- Depending on the nature of the work or improvements planned, a homeowner may obtain a homeowner/builder permit. To assure the work is done safely and according to applicable building codes, 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. You are also responsible for workers compensation insurance and payroll taxes for anyone you may hire to help.

Before an owner-builder permit may be issued, a "Disclosures and Forms for Owner-Builders Applying for Construction Permit" form is required to be completed and signed by the registered property owner.

Per State law, a licensed contractor is required when the total labor and material cost of the proposed project is \$500 or more.

## After I get a Building Permit, am I finished?

- No!** As important as it is to have your permit, it is equally important to make sure all your required inspections are made and your construction work is approved and finalized. You must schedule inspections at certain stages of the project and a final inspection after the work has been completed. The inspection process ensures your work, or your contractor's work, is done safely and in accordance with current California building codes.

It is the responsibility of the person doing the work to call for, arrange access, and obtain a final inspection. To schedule an inspection, call before two working days before the desired date and have your permit number available.

Upon successful completion of a final inspection, the Building Inspector will sign your permit job card. The signed permit job card is your record of permitted work completion.

### **C&D Recycling Deposit Refund**

*If your permit fees included payment of a C&D refundable recycling deposit, the deposit will be returned to the permit applicant upon receipt of:*

- Satisfactory proof that C&D debris has been diverted from disposal and has been recycled, reused or the C&D debris has been taken to an approved recycling provider.*
- Completed C&D Deposit Refund Request form*

*The City must receive all refund requests no later than 180 days after the project is completed (as evidenced by a final inspection) or the deposit will be forfeited.*

**Building Division staff are here to assist you. Call us at (650) 991-8061 if you have any specific questions regarding permits, inspections or your particular building project. Please visit the Building Division at [www.dalycity.org](http://www.dalycity.org) for other helpful information.**

Here to assist you:

Val Mandapat, Chief Building Supervisor  
R. Bruce Welch, Senior Building Inspector  
Earl Wong, Building Plans Engineer  
Steven Carr, Building Inspector  
Ron Grindrod, Building Inspector  
Joseph Travers, Building Inspector  
Chris Wilson, Building Inspector  
Omar DLP Guzman, Building Permit Technician  
Juanita Buckley, Office Assistant  
Heather Spooner, Office Assistant

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Building Division  
(650) 991-8061**