

OBTAINING YOUR BUILDING PERMIT

Permits are required for all construction activities regulated by the code except minor repairs.

Section 10(1) of the Act states:

“...the owner, or the owner’s builder, architect, engineer, or agent, shall submit an application in writing to the appropriate enforcing agency for a building Permit....”

R105.1 Permits Required. Any owner or authorized agent who intends to construct, enlarge, Alter, repair, move, demolish, or change the occupancy of a building or Structure, or to erect, install enlarge, alter, repair, remove, convert or replace Any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make Application to the building official and obtain the required permit.

R105.2 Work exempt from permit.

Exemption from the permit requirements of the code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the code or any other laws or ordinances or this jurisdiction. Permits are not required for any of the following.

(a) Building permits shall not be required for any of the following:

- (1) One –story detached accessory structures, if the floor area does not exceed 200 square feet.
- (2) A fence that is not more than 6 feet high.
- (3) A retaining wall that is not more than 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- (4) A water tank supporting directly upon grade if the capacity is not more than 5,000 gallons and the ratio of height to diameter or width is not greater 2 to 1.
- (5) A sidewalk or driveway that is not more than 30 inches above adjacent grade and is not over any basements or story below.
- (6) Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- (7) A prefabricated swimming pool that is less than 24 inches deep.
- (8) Swings and other playground equipment accessory to a 1-or 2- family dwelling.
- (9) Window awnings supported by an exterior wall.

(b) Electrical permits shall not be required for any of the following:

Repairs and maintenance: A permit is not required for minor repair work, including the replacement of lamps or the connection or approved portable electrical equipment to approved permanently installed receptacles.

(c) Mechanical permits shall not be required for any of the following:

- (1) Portable heating, cooking, or clothes drying appliances.
- (2) Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.
- (3) A portable heating appliance.
- (4) A portable cooling unit.
- (5) A portable ventilation appliance.
- (6) Steam, hot or chilled water piping within any heating or cooling equipment by the code.
- (7) A portable evaporative cooler.
- (8) A self-contained portable refrigeration unit that is not more than 1.5 horsepower.

(d) Plumbing permits shall not be required for any of the following: