

Permit Information

Do I need a building permit?

City code states:

39-1202 No building or other structure shall be erected, moved, added to or structurally altered without a Building Permit issued by the City of Berkeley Lake. This would not apply to ordinary maintenance and repairs to existing structures.

Structural alteration: Any change in either the supporting members of a building such as load bearing walls, columns, beams or girders or in the roof and exterior walls.

Structurally altered: The making of a substantial change in the construction, identity and use of a present building.

Examples of ordinary maintenance and repairs are:

Painting, carpeting, tiling, replacing cabinets, replacing damaged doors or windows with like size, roofing, bath fixtures and fittings (when there is no change to the location, plumbing or electric).

However if you are changing materials for a job, this could require a permit.

Siding, for example, from wood siding to brick would require foundation changes and therefore a permit would be necessary.

A good rule of thumb is that if work would have to have been permitted originally, then any changes to it would require a permit. Please call if you are not sure. Working without a permit could leave you subject to a citation and fine.

City code also states:

39-1201.2 Permits are not required for work with a total cost value of less than \$2,000 unless

- i) An inspection is required pursuant to Chapter 35 and the State Minimum Construction codes.**
- ii) The work is performed as part of construction work with a total cost exceeding \$5,000.00.**

Permits required

If you are doing JUST plumbing, electrical or HVAC work, your contractor must complete the relevant application and provide a copy of their state registration card. The fee depends on the work being done- please see the fee schedule.

If you having work completed on several aspects of your home, then a 'Subcontractor Affidavit' must be completed as well as the building permit application. If you are doing the work yourself, you will need to complete an 'Owner's Affidavit'. In this case, there will be a plan review fee (if applicable), a fee based on the cost of the work (\$6 per \$1000) and the fee for the Certificate of Completion/Occupancy. If plumbing, electrical or HVAC work is part of the job, then the relevant contractor must still complete the permit application, and provide their state registration card, but there will be no additional fees.

All of the applications may be downloaded from the web site or requested by mail/fax, and completed before coming to City Hall. Please make sure you also include the required documentation with your application.