

Permitting procedure and required documentation

Please **complete the building permit application** and provide **two (2)** copies of the following documentation. (One is for permanent city records; the second is to be kept on site). Applications may be requested from City Hall or downloaded from the city web site, and may be completed before being returned to city hall with the fee paid by check only . Please note we **do not** take credit cards. **Checks should be made payable to ‘City of Berkeley Lake’**. Please see below for the documents required for each type of permit requested. Permission from subdivision architectural review boards also needs to be attached if applicable.

A) Internal finish. Interior/Exterior Repairs

- i) Complete Building Permit application.
- ii) Provide two (2) site plans and two (2) construction plans

The cost for this permit will be \$6 per \$1000 of construction cost (please provide a copy of quote for work- even if you are doing the work yourself) or minimum fee of \$50. This permit can be approved as soon as application is made at City Hall. When you notify City Hall the work is complete, and the work passes inspection, you will receive a certificate of completion. Inspections can be arranged by emailing **Inspector@Berkeley-Lake.com**

B. For additions/alterations

- i) Complete Building Permit application.
- ii) Provide two (2) site plans and two (2) construction plans
- iii) For work involving changing the footprint of the house,(including changes to patios, driveways, decks or any other additional coverage of the lot), include documentation showing location of septic tank and field (if applicable).
- (iv)Where changes are made to electrical, plumbing or Heating & Air Conditioning (HVAC), a separate permit is required.

See below for permit fees

C. For accessory structure

- i). Complete Building Permit application.
- ii) Provide two (2) site plans and two (2) construction plans
- iii) Provide two (2) copies of plat showing location of existing building(s).
- iv) Provide two (2) copies of documentation proving location of septic tank and field (if applicable).
- (iv) Where changes are made to electrical, plumbing or HVAC, a separate permit and fee is required.

See below for permit fees

D. New home. Commercial

- i) Complete Building Permit application.
- ii) Provide two (2) copies of architects drawing and plat of home showing exact measurements of lot and tree preservation plan
- iii) Provide two (2) sets of construction plans

Permit fees for B, C, and D above.

There will be a plan review fee. Please see attached fee schedule for plan review fees. Applications and plan review fees may be dropped off at any time at City Hall. Plans will be reviewed as submitted on a first come first served basis. The building inspector will review the plans and you will be notified once the plan is reviewed. Once the plan is reviewed a building permit will be issued for final inspections. The building permit fee is based upon \$6 per \$1000 of construction costs (please provide a copy of quote for work). The contractor is also responsible for acquiring the separate permits or affidavits required for each HVAC, Plumbing and Electrical sub-contractor. A fee for the Certificate of Occupancy/Completion will also be charged at this stage. Once the work is completed, inspections can be arranged by emailing **Inspector@Berkeley-Lake.com** or calling

City hall for an appointment. Please provide all of the following information when requesting an inspection: name, address, phone number, permit number, type of inspection and any special instructions.

City of Berkeley Lake Schedule of Fees

Building Permits

Preferred method of payment is by CHECK. Sorry, we do not take credit cards.
Applications may be requested by mail, fax or downloaded from the city web site.
Minimum building permit fee shall be \$50.00.

Service

Fee

Residential Plan Review Fees (for additions, renovations and new homes only)

New residence < 3,000 sq. ft.	\$100	
New residence > 3,000 sq. ft.	\$150	
Residential Additions/ renovations <\$10,000		\$50
Residential Additions or renovations >\$10,000	\$75	

Commercial Plan Review Fees

Commercial < \$50,000	\$100
Commercial \$50,000 to \$250,000	\$150
Commercial \$250,000 to \$500,000	\$250
Commercial > \$500,000	\$500

Residential Building Permit Fees

Permit for Single or Two Family Residence	\$6 per \$1,000 construction cost
Certificate of Occupancy/Completion for addition or renovation	\$25
Certificate of Occupancy for new structures	\$50
Safety or Special Inspections	\$50

Commercial Building Permit Fees

Permit for Commercial Building	\$6 per \$1000 construction cost or ICC Building Valuation Data
Safety Inspection	\$50
Certificate of Occupancy/Completion	\$50

Miscellaneous

Accessory Buildings	\$6 per \$1,000 construction cost
Swimming Pool	\$100
Temporary Construction/Sales Office	\$100
Replacement Permit Card	\$25
Re-permit Fee after 6 but within 12 months	\$50
Re-inspection Fee	\$50

HVAC Permits

Minimum Permit Fee: \$50

For each heating system:

<u>Btu Input</u>	<u>Fee</u>
0 to 300,000	\$30
301,001 to 1,000,000	\$50
1,000,001 and greater	\$100

For each air conditioning and refrigeration system:

<u>Compressor tonnage or horsepower</u>	<u>Fee</u>
1 to 10	\$30
11 to 30	\$50
31 and greater	\$100
For each vent hood installation, fan, or fireplace	\$50

Plumbing Permits

Minimum Permit Fee: \$50

\$5 per fixture installation (new or replacement), plugged fixture opening or water heater installation.

\$50 for each building sewer, water service, water distribution installation, or gas piping installation

\$50 for the installation of building sprinkler systems, plus .50 for each sprinkler head.

\$50 for each lawn sprinkler system

Electrical Permits

Minimum Permit Fee: \$50

\$25 for new or replacement electric service

\$25 for new or replacement of receptacles, switches and lights

\$5 for each oven, range, water heater, clothes dryer, dishwasher, disposal, furnace, air conditioner, fan or other appliance.

Land Disturbance Permit Fees

Clearing and grubbing \$100 per lot

Grading \$100 per lot

Demolition \$5 per \$1000 of demolition cost plus
\$50 for certificate of completion

Soil Erosion Control fences and entrances shall be erected prior to any clearing and grading permit being issued.