

# Building Permit Process



Del Norte County  
Community Development Department  
981 H Street, Suite 110  
Crescent City, CA 95531

**Be Safe:**  
Check for Building and Zoning Requirements  
before buying or leasing a building or parcel.

Work exempt from Permit\*: A building permit is not required for the following:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet.
2. Fences not over 6 feet high\*\*.
3. Movable cases, counters and partitions not over 5 feet 9 inches high.
4. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids.
5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
6. Platforms, walks and driveways not more than 30 inches above grade and not over any basement or story below.
7. Painting, papering and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Window awnings supported by an exterior wall of Group R, Division 3 and Group U Occupancies when projecting not more than 54 inches.
10. Prefabricate swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade and if the capacity does not exceed 5,000 gallons.

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

\*Coastal regulations or restrictions may apply. Please consult with the Planning Division.

\*\*Height Restrictions Apply. Please consult with the Planning Division prior to construction of a fence.



Del Norte County  
Community Development Dept.

700 Fifth Street  
Crescent City, CA 95531  
(707)-464-7254

## When do you need a Building Permit?

The best way to find out if you need a permit is to call the Del Norte County Building Division. Discuss your plans with the department before you begin construction to determine whether you need a permit. Permits are usually required for the following:

- ⇒ New residences
- ⇒ Additions to residences
- ⇒ Accessory buildings such as garages and shops
- ⇒ Placement of manufactured/mobile homes
- ⇒ Electrical upgrades
- ⇒ Plumbing upgrades
- ⇒ Wells
- ⇒ Septic systems
- ⇒ Heating appliance installations
- ⇒ Roof coverings
- ⇒ Fences
- ⇒ Signs



Please consult the Community Development Department for information regarding your construction project. A check list is available from the Building Division that will indicate all required plans, and other agency reviews that will be needed to process a building permit.



## Building Permit Process

What is a building permit?

A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications. It is important to remember that compliance with building codes does not always guarantee quality workmanship.

After issuance of a building permit it is the responsibility of the property owner or contractor to schedule all required inspections, including a final inspection with the Building Division.

## Final Inspections

Upon completing all requirements of a building permit, an *applicant shall request a final inspection* to receive a Certificate of Completion or Certificate of Occupancy. This Certificate indicates all inspections have been completed and the structure is habitable. This does not necessarily indicate that all phases of construction have been completed; It does however, indicate that the minimum requirements for Building, Planning, and Engineering have been met. A project is not complete until a Certificate of Completion or Certificate of Occupancy has been completed and signed by the Building Division representative.



A building permit is considered active upon issuance by the Building Division, and shall continue to be active if an inspection is performed at least *once within a six month period*.

If a building permit becomes inactive a reactivation fee will be required to continue the project. *It is the responsibility of the applicant to call for inspections.*

## Plot Plan/Setbacks

A plot plan will be required for a building permit application. Consult the Del Norte County Plot Plan brochure for a detailed description of the preparation of a plot plan. Construction setbacks are applied to most projects, and will determine the distance from property lines, rights-of-way and easements to the building. Construction setbacks may vary in different zone districts, and may vary for different uses within a structure. Consult the Planning Division for construction setbacks for your individual lot and project.

## Planning Division

Other construction related standards administered by the Planning Division are maximum building height, maximum lot coverage, flood zone standards, and special zoning requirements within the California Coastal Zone.

If you have questions regarding your project or parcel you may contact the Community Development Department. Please have an Assessor's Parcel Number available so staff members can access information for you as

## Engineering & Surveying

Road improvements are required for most new residential and commercial construction.

Conditions will be stipulated during review of a building permit. You may contact the Engineering & Surveying Division to discuss your project and obtain general information regarding road improvement standards;



Encroachment Permits are required for any work undertaken within a County right-of-way.

Off-County Maintained Road use Permits are required within a private road right-of-

## Certificates/Permits Required

U An Insulation Certificate shall be completed by the contractor responsible for installing the insulation in any residence, or residential addition.

U A well completion report prepared by a licensed well contractor is required for the construction of a well. Permits and inspections are required by the Building Division and Environmental Health Department. The Environment Health Department can be reached at 464-3191.

U All water system connections require an inspection by the appropriate water service provider.



U Sewage Disposal Systems for new construction will require a Soils Analysis from a licensed engineer. A report from a licensed plumber will be needed for existing Sewage Disposal Systems. Specific questions regarding Sewage Disposal Systems can be answered by contacting the Building Division.

U All public sewer system connections require an inspection by the Building Division and Engineering & Surveying Division.