



City of Salinas

DEVELOPMENT & PERMIT SERVICES DEPARTMENT • 65 W. Alisal St. • Salinas, California 93901 • (831) 758-7251

When do I need a Building Permit?

A permit is required for any construction, which physically changes or adds structures to the property.

A Building Permit is needed for:

1. New buildings: dwellings, storage sheds, carports, or garages.
2. Additions: buildings, pools.
3. Alterations/remodeling: new plumbing or electrical wiring, and repairs such as termite damage.
4. Installing or replacing heating and/or air-condition equipment.
5. Moving or demolishing buildings.
6. Changing use of the structure.
7. Installing or replacing a water heater.
8. Re-roofing a structure.

How do I apply for a Building Permit?

First, check with the Community Development (758-7206) to determine if the proposed use(s) is permitted in your area.

Then, submit FOUR sets of plans drawn to scale and of sufficient detail and size to indicate the nature and extent of the proposed work. Show in detail that the project will conform to standards in the current Uniform Building, Plumbing, and Mechanical Codes, National Electric Code, and City Ordinances. Blueline or blueprint plans are preferred.

Complete plans must include:

1. Street address and Assessor's parcel number.
2. The designer's name and signature. Any person may prepare plans for a single-family dwelling up to two stories, and its accessory buildings. All other projects require a licensed architect, or registered civil engineer to sign and seal all drawings and calculations.
3. A Plot Plan showing the dimensions and shape of the lot, and the location and dimensions of the proposed project, and all existing buildings. The Plan must include: dimensions of required interior and exterior yard setbacks; building setbacks, distance between buildings; easements or rights-of-way; required usable open space; sewer lines; vehicular parking and maneuvering areas where applicable; a north arrow; and scale notation.
4. A Foundation Plan showing footings, walls, piers, and depth of footings below undistributed soils and vents.
5. Descriptions of the size, grade and types of materials to be used in construction.
6. Complete Floor Plans for additions show floor plans of all affected rooms. Include complete dimensions. Show locations of: appliances, heating systems, electrical outlets, smoke detectors, residential sprinklers (when required); attic and underfloor access. Indicate door and window sizes and types; and gross floor area to be heated.
7. Exterior elevations of all sides of the building. Show building height in feet, and indicate the difference in elevations between the high point of the structure and the highest and lowest ground elevations at the structures exterior foundation.

8. Cross-sections for as many areas as necessary to completely describe the structural layout. Show insulation placement, and details or high strength connections for other details when applicable.
9. Framing Plans when necessary, particularly in two-story structures to explain joist, rafter and beam layout.
10. Engineering calculations for all buildings not of conventional wood construction.
11. State energy calculations, including; weather stripping, wall, ceiling, floor and roof insulation, thermal glazing, and others required by Title 24 of the California State Code.
12. A soil report or soil letter may be required for new foundations.

What happens once I apply?

A permit application, valuation of proposed work, and plan check fees are required when plans and specs are submitted to the Building Inspection Division.

Delays can be costly. You can save time and money if you review regulations and present plans that do not need major revisions. If you cannot draw up the plans, or are unfamiliar with Code requirements, please seek assistance before applying for a permit. **The Development & Permit Services Department staff cannot assist in drafting plans.** The Plan Examiners can only check completed plans for compliance with Codes.

If your plans do not meet code requirements, they will be returned to you for correction or redrawing. After correcting, submit new plans. This procedure will be repeated until the plans meet all Code requirements. The process usually takes approximately two to four weeks.

After plans are approved, and applicable insurance and licenses are verified, a Building Permit will be issued. The permit fee will be collected at the time.

Once completed, an approved copy of the plans will be returned to you, and must be kept on the job at all times.

When can I start my project?

You can begin building once your Building Permit is issued. The permit application and plan check are valid for 180 days. This time may be extended upon written request for up to 180 days. It may be extended only once. The Building Permit is void after 180 days, if construction has not begun, or has ceased for a period of 180 days.

Where can I Find the Codes I need?

These codes are available for review at the John Steinbeck Library, 110 W. San Luis Street:

Uniform Building Code
Uniform Plumbing Code
Uniform Mechanical Code
National Electric Code
City of Salinas Code