



Why are Building Permits and Inspections required?

The City of Brentwood Building Division is charged with providing for life safety and the safeguard of property through enforcement of the California Building, Electrical, Plumbing and Mechanical Codes and other codes, laws, and ordinances.

What types of work require Building Permits?

Most new construction, remodeling and repairs require building permits. Most electrical, mechanical, plumbing and insulation installations, repairs and replacements also require permits.

Some typical projects requiring permits:

- new homes and buildings
- room additions, patio enclosures, and carports
- decks and patio covers (attached or detached)
- arbors (regardless of size or location)
- garage conversions
- sheds
- swimming pools and spas
- re-roofing
- window and door installations or changes
- water softeners (see requirements)
- water heaters, fences, fireplaces and fireplace inserts
- insulation
- skylights
- shower/tub enclosure replacements
- retaining walls
- landscape irrigation

A building permit is not required for:

- one-story detached accessory buildings used as tool and storage sheds, playhouses, etc., providing the square footage does not exceed 120 square feet* (**must meet zoning set-back requirements-typically five feet from property line & eight feet from existing dwelling - measured from the eave**)
- fences not exceeding six feet in height*
- retaining walls not over **four feet** in height measured from the bottom of the footing to the top of the wall, **unless supporting a surcharge***
- platforms, walkways and driveways not more than 30 inches above grade and not over any basement or story below*
- painting, papering and similar finish work*

***Recommendation:** Although your project may not require a building permit, it is recommended you obtain Planning Division approval before beginning any project. (A plot plan may be required.)

OBTAINING BUILDING PERMITS

Please submit the application and, if required, plans and pay plan check fees. A building permit is issued upon approval of the application and payment of building permit fees and other applicable fees.

Building Permit Application Requirements

A building permit application requires:

- Description of the work.
- Legal address of the project.
- Owner's name and telephone number.
- Applicant's name, address, telephone number, and signature. (Applicant must be either the owner, the owner's authorized agent or the contractor.)
- Contractor's, architect's and/or engineer's name, license number, address, and telephone number (if applicable).
- Completion of the "Owner-Builder Declaration," or the "Licensed Contractors Declaration" and the "Worker's Compensation Declaration."
- Valuation of the proposed work (including materials and labor).
- Plans (if required) - Three copies of plans and two copies of calculations and specifications.

Planning Division Approval

Most building permit applications are reviewed by the Planning Division for compliance with zoning regulations such as use, and property line setback and height requirements.

Plan Information

Plans, if required in order to show code compliance, must be clear and drawn to scale. They may be prepared by the owner, an architect, engineer, draftsman or designer. A licensed California architect or engineer may be required to prepare plans for certain locations or for unusual structural conditions.

Some or all of the following plans and information may be required:

1. **Plot Plan** showing property dimensions, location of all existing and proposed structures on the property with distances from other buildings and property lines.
2. **Floor Plan(s)** showing room size and uses, placement of walls, location and sizes of windows, doors and stairs, fixtures, electrical and light outlets, fireplaces and cabinets.
3. **Exterior Elevations** showing all sides of the building being constructed or remodeled and indicating the height of the structure and the exterior materials being used.
4. **Structural Plans** including: Foundation, Floor Framing, Roof Framing, Cross Sections, Framing Details
5. **Structural Calculations** if required.
6. **Energy Compliance Demonstration** if the area of conditioned space is increased.
7. **Product "Listing" Numbers** provided by an approved testing agency such as UL, ICBO, IAPMO, AGA, etc., for some products and materials, such as roofing, skylights, spas, fireplaces and fireplace inserts.

Costs

The Building Division is supported by fees collected for services. Plan review fees pay for staff time to check plans for code compliance. Permit fees pay for inspection services. All fees are identified in the **City of Brentwood Fee Schedule** and are available for your review.

Building permit fees and any required plan check fees are based on the value of the project. Electrical, mechanical, and plumbing permit fees are based on the types and quantities of items to be evaluated.

Additional charges may be assessed for any further planning review; additional required permits, such as grading or encroachment permits; and/or any applicable construction taxes and/or school district fees (payable to Brentwood Unified School District and Liberty Union High School District).

How long are Plan Checks and Permits valid?

Plan Checks are valid for six months from the date of approval. After this time, the plan check will expire if the building permit has not been issued. A one-time six-month extension may be granted if written request is received before the expiration date.

Permits are valid for six months from the date of issue or the last inspection. After this time, the building permit will automatically expire. A one-time six-month extension may be granted if written request is received before the expiration date.

Expired Permits and work done without Permits

- **Expired Permits:**

May be reissued within one year of the expiration date at a portion of the value, providing no changes have been made to the original plans. If the permit has been expired for more than one year, new permits must be applied for and issued at the current full permit fees.

- **Permitting work previously done without Permits:**

The project must be treated as a new project, including submitting plans, obtaining planning and building approval, paying current fees, and verifying the work complies with current codes through inspections.

- **Penalties for work done without Permits:**

Special investigation fees, equal to and in addition to the regular permit fees, may be charged for work commenced without the required permits.

Building Permits are administered through the Building Division:

150 City Park Way
(First floor, Permit Center)
Brentwood, CA 94513
(925) 516-5405

Business Hours: 8:00 a.m. to 5:00 p.m.
Monday – Friday (excl. holidays)

This is designed to supply general information only. Please be advised that the process and timelines herein are guidelines, and may differ from project to project.