



Except as specified, no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the building official.

A building permit is not required for the following:

- a. One-story detached accessory buildings used as tool and storage sheds, pergolas, playhouses and similar uses, provided the floor area does not exceed 120 square feet for commercial and 200 square feet for residential structures. Please note that accessory storage structures must be placed a minimum of 10'-0" from the primary structure on the property unless the interior of the accessory structure has a one-hour fire rated wall closest to the primary structure.
- b. Moveable cases, cabinets, counters, and partitions not over five feet, nine inches (5'-9") in height.
- c. Retaining walls not exceeding 30 inches in height, measuring from grade to top of the wall unless supporting a surcharge or impounding flammable liquids.
- d. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed 2:1.
- e. Private walks and driveways not more than 30 inches above grade and not over any basement or story below and not part of an accessible route.
- f. Painting, paper and similar finish work.
- g. Prefabricated, non-heated swimming pools that are less than 24 inches deep without a circulation system.
- h. Temporary motion picture, television and theater stage sets and scenery, subject to fire department approval.
- i. Swings and other playground equipment accessory to a single-family residence, a two-family residence or a townhome.
- j. Window awnings supported by an exterior wall of Group R, Division 3 Occupancies when projecting not more than 54" from the face of the structure.
- k. Shutters, windows, gutters, doors and other minor cosmetic additions not affecting the structure.
- l. Roof covering repairs of less than 100 square feet unless the repair requires the removal of mechanical or electrical equipment.
- m. Residential decks not over 200 square feet in area that are not more than 30 inches above grade at any point, are not structurally attached to the dwelling, do not serve the required exit door and are not installed over a required emergency escape and rescue opening.
- n. Any unforeseen emergency whereby the lack of immediate corrective action creates a substantial risk to life, property, health, or welfare. **Any contractor who starts or completes work under this exemption shall apply for the appropriate permit the next business day.** Failure to obtain such required permit may be cause for suspension or revocation of the contractor's registration and the permit fee may be doubled.

Unless otherwise exempted by this code, plumbing, electrical and mechanical permits would still be required for work related to the above exempted items. Example: a 200 square foot shed that has electrical service or a sub-panel brought to it would not require a building permit but would require an electrical permit. Or if the same shed has a hose bib or hand sink, a plumbing permit would be required.

Exemption from the permit requirements of this Code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Code or any other laws or ordinances of this jurisdiction.

Work requiring permits includes but is not limited to: re-roofing, replacement of siding, fences, retaining walls greater than 30" in height, hot tubs, decks, patio covers, room additions, garage additions or detached garages, storage/accessory structures over 120 square feet in area for commercial and 200 square feet for residential, interior remodeling, water heater, furnace, or air conditioner replacements, and window replacement affecting the structure.