



ALL ABOUT BUILDING PERMITS

These requirements apply to building permits submitted on or after January 1, 2017.

When are permits required?

With some exceptions, (see [Work Exempt from Permits](#)): most all construction and demolition projects require a construction permit. Some of the more common construction activities requiring a construction permit are listed below:

- New building or structure construction
- Additions and alterations to existing buildings or structures
- New windows or the replacement of existing windows
- Re-roof of existing structure
- Solar electric (P.V.) systems
- Swimming pools, spas, and hot tubs
- Signs
- Replacement of existing piping systems
- Installation of new, or replacement of existing, water heaters, furnaces, or air conditioners
- Bathroom remodel
- Kitchen remodel (even for cabinets only)
- Reconstruction of parking lots. Re-striping of existing parking lots does not require a permit, however, the new striping must meet local zoning standards, state accessibility standards and ADA standards.
- Demolition of any building or structure (or a portion of a building or structure) for which a permit was required to construct such building or structure

Who can obtain a Building Permit?

We issue permits to an appropriately licensed contractor, the owner of the property, or to a tenant provided the tenant has written [authorization from the owner](#) to act in the owner's behalf in obtaining such permit.

How long is a Building Permit Application valid?

1. If the applicant or his/her design professional(s) fail to respond to County review comments within 180 days, the application will be deemed abandoned.
2. Every application shall expire 180 days after we have notified you that your Building Permit is ready to be issued. If the Permit has not been obtained, the application and all associated submitted documents may be purged.

How long is a Building Permit valid?

Every permit issued by the Building Inspection Division shall expire by limitation and become null and void if either of the following conditions occur:

1. The work authorized by such permit is not commenced within 12 months (6 months for permits issued prior to January 1, 2019) from the date of issuance (Commenced means: Your first inspection has passed); or
2. A period of 180 days has elapsed since the most recent approved inspection.

How do I request an extension?

You may request an extension in writing at the APC in Martinez, or complete the [Extension Request Form](#) electronically here.

What if my permit has lapsed?

1. Permits that require only a final and have been expired 30 days or less:
 - A courtesy final (no charge to applicant) may be granted.
 2. Permits that require only a final and have been expired more than 30 days:
 - Use the original permit number. To qualify, all required inspections except for the final building and/or grading inspection must have been approved and all work must be complete. Field set of drawings and permit card must be on site.
 - 10% of original valuation will be used to calculate building fee and a 25% PC Review Processing Fee will be charged.
 3. Permits that have been expired for less than one year:
 - Use the original permit number
 - Fees are 50% of the original Building, Electrical, Mechanical, Plumbing and a 25% PC Review Processing Fee will be charged.
 4. Permits that have been expired for more than one year:
 - New permit number is required.
 - Bring original plans to the office for renewal and stamp with new permit number.
 - Fees are 100% of the original Building, Electrical, Mechanical, Plumbing and a 25% PC Review Processing Fee.
- \$75.00 minimum fee on all charges
- Original permit card and approved plans must be on site at time of inspection.

