

### **When is a Permit Required?**

A permit is required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system regulated by the adopted, code or by the Zoning Ordinance for various land uses and for signs.

### **When is a Permit not Required?**

As they say, the exception makes the rule. There is an exception in the case of “ordinary repairs”. What constitutes an ordinary repair is largely a matter of common sense. The Code goes into greater detail but briefly stated ordinary repairs do not include the cutting away or removal of any part of a wall or partition, or any structural member or load-bearing support, or removal or change of a required means of egress, or any other change affecting egress, nor shall ordinary repairs add to or alter water supply, sewer, drainage, gas, soil, waste, vent or similar piping, or electrical wiring or mechanical or other work affecting health or safety.

### **What is Exempt from Permits?**

1. Fences under 6 feet high.
2. Retaining walls not over 4 feet in height measured from the bottom of the footing, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
3. Water tanks not over 5,000 gallons, on grade, and having a height to width ration not more than 2:1.
4. Sidewalks and walkways on one or two family property.
5. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
6. Playground equipment on one and two family residential property.
7. Temporary theater and similar stage sets.
8. Prefabricated above ground swimming pools less than 24” deep on one or two family residential property.
9. Window awnings projecting not more than 54” on one and two family detached dwellings.
10. Detached decks not over 200 square feet in area or over 30 inches high on residential one or two family property.
11. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5’ 9” in height.
12. Electrical low voltage/wattage (25/50 respectively)
13. Installation and replacement of portable equipment of most types.
14. Repair and replacement of parts of approved equipment.

### **Emergency Repairs**

Where work requiring a permit must be performed on an emergency basis, the permit application shall be submitted within the next working day.

**Other Code Provisions:** The above is not an exhaustive list. The Code goes into finer and greater detail but the preceding is a reasonable synopsis of work requiring permits or not.