

# REMODEL & ADDITION NOTICE

## FOR SINGLE FAMILY DWELLINGS OR DUPLEXES



The table below outlines the permit process for single family dwellings and duplexes. This process differs from the permit process for commercial, multi-family, and non-residential remodel projects.

Project Type	Description	Planning Permit	Certified Survey	Exterior Photos
Ordinary Repairs & Maintenance	<b>Replacement</b> of building elements (e.g. new windows, doors, porch post)	Zone Clearance	Not Required (NR)	NR
Interior Alteration	Changes to <b>interior</b> of structure only, no alterations to exterior walls of structure (e.g. kitchen remodel)	Zone Clearance	NR	NR
Exterior Alteration <sup>1</sup>	Alters <b>exterior</b> walls and maintains building footprint and architectural character	Zone Clearance	Required (R)	R
	Alters exterior walls, maintains building footprint and <b>changes</b> architectural character	Administrative Permit	R	R
Addition <sup>1,2</sup>	Expands structure on <b>first story</b> up to 500 SF	Zone Clearance	R	R
	Expands structure on <b>2nd story</b> (new or existing 2nd story) up to 500 SF	Administrative Permit	R	R
	Expands structure over 500 SF	Development Permit <sup>4</sup>	R	R
New Construction <sup>3</sup>	Construct new structure that does not maintain building footprint.	Development Permit <sup>4</sup>	R	R

**Please Note:**

1. Exterior alterations and/or additions up to 500 square feet to non-conforming single family dwellings or duplexes may maintain their non-conforming status provided they maintain the building footprint. Construction is subject to the current standards in the Building Code. Applicants should meet with Building & Safety staff at an early stage to identify any potential reconstruction issues for non-conforming structures (e.g. openings along walls less than three feet from the property line) prior to design.
2. Additions over 500 square feet to non-conforming single family dwellings or duplexes may not maintain their non-conforming status. The entire structure shall comply with all applicable provisions in the WHMC (see exemptions to parking requirements in Section 19.28.040(C) of the Zoning Ordinance).
3. New construction must comply with all current standards in the WHMC.
4. A Demolition Permit must be approved prior to issuance of a Development Permit for new construction.



# CERTIFIED SURVEY SHEET

A certified site survey is required for the following types of projects:

- Any **exterior alteration** to a single family dwelling or duplex (excluding ordinary repairs and maintenance such as the replacement of windows, doors, or porches).
- Any **addition** to a single family dwelling or duplex
- A **major** (i.e. substantial) **remodel** to a commercial, multi-family, or other non-residential structure
- New construction**

The certified survey shall be prepared, signed and stamped by a licensed surveyor in the State of California. At a minimum, the survey must show -

1. Property lines: label adjacent streets, alleys, sidewalks, etc that abut the property
2. Building footprint(s) of all structures on the property: label square footage per floor, number of stories, existing land use
3. Building height: label peak of roofline
4. Setbacks: label distance between structures and property lines (front, side, and rear)
5. Easements
6. Landscape and paved areas: label permeable and non-permeable areas
7. Driveways, curb cuts, and parking: label number of spaces and dimensions
8. Fences and walls: label height and width
9. Location and species of existing trees on property: label diameter of tree trunk
10. Topography / contour lines

## APPLICABLE DEFINITION

**Major remodel:** The removal of **50% or more** of the exterior wall area (which includes walls, doors, and windows) or removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns, or girders), whichever is more restrictive. (See Section 19.48.020 under Development Permits in the WHMC). **Major remodels only pertain to commercial, multi-family, and other non-residential structures.**

PERMIT #

