



BUILDING PERMIT CATEGORIES

Building Department

1480 Main Street

St. Helena, CA 94574

(707) 968-2657

For additional information, forms & documents please visit us on the web at: <http://www.cityofstheleena.org/content/building>

The City of St. Helena, in an effort to streamline the building permit process, has added a third “rapid permit” category to the “standard” and “over-the-counter” permit categories. Below are the definitions of the three categories.

OVER-THE-COUNTER permits are permits that do not require the submittal of plans and require no plan check. In most cases, “over-the-counter” permit applications determined to be complete will receive a permit at the time of submission.

Note: Electrical service changes, electric vehicle charging stations, and residential re-roof replacing $\geq 50\%$ of existing roofing material require a worksheet that can be found at: <http://www.cityofstheleena.org/content/building>, or you can request a worksheet at time of submittal.

RAPID permits are permits that require the submittal of plans and other documents but the complexity of the project is significantly less than that of the “standard” permit category. These plans and documents are reviewed for conformance with adopted codes and standards by Building, Planning, Public Works, and Fire Departments. Plan review for first comments or permit issuance is up to 14 working days. Subsequent plan review is also up to 14 working days.

STANDARD permits are permits that require the submittal of plans and other documents and are significant and/or complex in their nature. These plans and documents are reviewed for conformance with adopted codes and standards by Building, Planning, Public Works, Fire Departments, and outside agencies. Plan review for first comments is up to 28 working days. Subsequent plan review is also up to 28 working days.

<u>OVER-THE-COUNTER PERMIT</u>	<u>RAPID PERMIT</u>	<u>STANDARD PERMIT</u>
<ul style="list-style-type: none"> ◆ Re-roof - Commercial - Specific Application ◆ Re-roof - Residential (if replacing $\geq 50\%$ of existing roof material requires a “residential cool roof requirements form) - Specific Application ◆ HVAC replacement ◆ Water heater replacement ◆ Electrical service change (with worksheet) ◆ Windows/Doors (like-for-like) ◆ Skylights ◆ Electric vehicle charging stations (with worksheet) ◆ Temporary power pole ◆ Minor electrical, plumbing, and mechanical repairs ◆ Sewerlines ◆ Waterlines 	<p>All new structures require Planning Commission approval</p> <ul style="list-style-type: none"> ◆ Temporary tents and canopies (plans required) - Specific Application ◆ Commercial & Residential solar PV (checklist) ◆ Kitchen and/or bath remodels (w/worksheet) ◆ Carports (with prior Planning approval) ◆ Commercial and residential: garages, sheds (greater than 120 sf), sheds of any size housing equipment (i.e. pump or pool equipment), other accessory structures ◆ Signs (with prior Planning approval) ◆ Gates (may require Fire approval) ◆ Fences up to 6 feet solid with a maximum of 2 feet lattice within setbacks. (8 ft max) ◆ Retaining walls with or without engineering ◆ Decks (w/handout) ◆ Gazebos and trellises (with prior Planning approval) ◆ Patio covers (with prior Planning approval) ◆ Window/doors with structural modifications ◆ Reside/Exterior finish (like-for-like) 	<p>All new structures require Planning Commission approval</p> <ul style="list-style-type: none"> ◆ New residential and commercial buildings and structures ◆ Residential and commercial additions ◆ Interior residential remodels ◆ Commercial tenant improvements ◆ All other projects that do not fall under other categories, or those designated by the Chief Building Official as standard.