



Planning & Building Agency  
Building Safety Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-19)  
Santa Ana, CA 92702  
(714) 647-5800  
[www.santa-ana.org](http://www.santa-ana.org)

## BUILDING PERMIT INFORMATION

PMT-01 CBC 2019 REV. 9-23-20

### REFERENCES:

1. 2019 California Building Code (CBC)
2. 2019 California Residential Code (CRC)
3. Santa Ana Municipal Code (SAMC)

### PERMITS REQUIRED:

No building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, or its occupancy changed, removed, converted, demolished or maintained unless a separate permit for each building or structure has first been obtained from the Building Official. (CBC Section 105)

### WORK THAT DOES **NOT** REQUIRE A BUILDING PERMIT, BUT MAY REQUIRE APPROVALS BY OTHER CITY AGENCIES:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet.
2. All fences and walls, including retaining walls, require Planning Division review. Please visit the Planning Division public counter or telephone (714) 647-5804. If not required for a pool, spa or other bodies of water by SAMC Section 8-20, some fences not over 7 feet in height may not require a Building Safety Division permit.
3. Oil derricks.
4. Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids. Planning Division review required and should be contacted by telephoning (714) 647-5804 or by visiting the Planning Division public counter.
5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
6. Sidewalks, driveways and decks not more than 30 inches above adjacent grade, and not over any basement or story below, and are not part of an accessible route. Contact the Planning Counter (714) 647-5804.
7. Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, do not exceed 5,000 gallons, and are installed entirely above ground.

10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings, supported by an exterior wall, that do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3 and U Occupancies.
13. Non-fixed and movable fixtures, cases, racks, counters, and partitions not over 5 feet 9 inches in height.

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

#### **SUBMITTAL DOCUMENTS:**

Plans, specifications, engineering calculations, diagrams, soil investigation reports, special inspection and structural observation programs and other data shall constitute the submittal documents and shall be submitted in the required number of sets with each application for a permit. The building official may require plans, computations and specifications to be prepared and designed by an engineer or architect licensed by the state to practice as such even if not required by state law.

#### **INFORMATION ON PLANS AND SPECIFICATIONS:**

Plans and specifications shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the CBC and all relevant laws, ordinances, rules and regulations. Minimum size of drawings shall be 18" x 24".

#### **BUILDING PERMIT APPLICATION AND SUBMITTAL:**

Prior to submitting the Building Permit Application Worksheet, obtain an "okay to check" from the Planning Division. Projects will be accepted into plan check when the required number of sets of construction documents, including drawings, structural calculations, specifications and geotechnical reports are complete and signed by the responsible designer(s). The permit applicant must carefully complete the project job description on the building permit application worksheet to reflect all of the work to be done under the subject building permit application.

#### **TIME LIMITATION OF APPLICATION:**

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless the permit has been issued; except that the Building Official may extend the time for action by the applicant for a period not exceeding one hundred and eighty (180) days upon request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee. (SAMC Section 8-96)

**FEES:**

Fees are established by the Santa Ana City Council, and by other entities, including the School District, County of Orange, and State and Federal Agencies.

**“FOUNDATION ONLY” PERMIT REQUESTS:**

For “Foundation Only” permit requests, the applicant will be given a request form with instructions attached. This can only be done if the applicant has submitted plans and has been processed through the normal “full permit” procedure to the point where the plan check is completed.

**RECHECK SUBMITTAL:**

Unless an appointment is made, rechecks will be done by the acceptance of the plans at the permit counter and returned to the original plan checker for scheduling. When accepting plans for recheck, the plans must be accompanied by a list noting where and how each correction has been addressed. The plan checker will contact the applicant when the recheck is completed.

**REVISIONS TO PLANS:**

Plans which have been revised must be “clouded” on the plans to designate the changed portions (our approval will be for only the revisions designated by “clouding” or other satisfactory methods to indicate revisions and will be so noted on the approval stamp). The revisions will require a plan check fee based on an hourly rate with at least a one-hour minimum charge.

**DEFERRED SUBMITTALS:**

Documents not originally submitted for review, such as shop drawings for building components, test data, specifications, etc., will require a separate plan check fee based on an hourly rate with at least a one-hour minimum charge.