

# Building Permit for an Accessory Building in Residential Zones

## A guide for the owner-builder

### Definitions

**Accessory building:** is any detached non-residential secondary building on a single-family lot other than the main building(s). Examples include workshops, storage sheds, detached garages, tool/garden sheds, play-houses and animal shelters.

**Location on the lot:** Any questions regarding the below mentioned regulations may be directed to the Planning Division at 707.746.4280 or [comdev@ci.benicia.ca.us](mailto:comdev@ci.benicia.ca.us)

**Lot Coverage:** The percentage of a site covered by roofs, soffits, or overhangs extending more than two and one-half feet from a wall and by decks more than 30-inches in height.

**Setback:** A distance from a curb, property line, or structure within which building is prohibited. Generally, accessory buildings shall be located at least 3-feet from the main building and the side or rear property lines. unless the adjacent walls meet the building code requirements for a one-hour fire wall. Please contact the Planning Division for setback requirements: 707.746.4280.



### Permit Exemptions

A building permit is not required if the building is less than 120-square feet of floor area. However, if applicable, an electrical, mechanical or plumbing permit will be required if there is such work associated with the accessory building.

### Required Drawings

Submit three sets of plans which meet the following basic requirements: Accurate information drawn to a minimum scale of 1/4" = 1'- 0"

**Site Plan** - showing the size, position and setbacks of the proposed project in relation to existing buildings, property lines, and public utility easements.

**Foundation Plan** - indicating the type and size of footing used and the pad/finish floor grades.

**Framing Section** - showing sizes of framing members and methods of assembly.

**Floor Plan** - detailing the location of walls, supports, size and location of doors, windows, electrical outlets, lights, heater, plumbing fixtures, smoke detector and the square footage of the project.

**Elevations** - showing two or more sides of the proposed structure.



### Permit Information

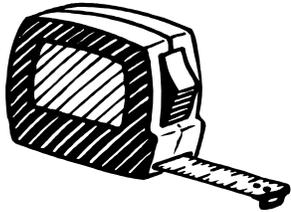
When applying for a permit, certain information is required to begin the process:

- Description of work (including square footage),
- Street address of project,
- Property owner's name, address and phone number,
- Valuation of the proposed work,
- Other information as required

Building permits are issued only to the property owner, an authorized agent, or licensed contractor. Upon approval of the proposed work and issuance of the permit, the permittee has 180-days to commence work on the project. Once the permit is issued, the work must be completed within two years or the permit will expire.

## Building Permit Fees

Fees are charged for each type of permit issued, such as building, plumbing, electrical and/or mechanical. The permit fee is based on the square footage of the project and calculated from fee tables established in the code. The fees provide for the checking of plans and adequate field inspection of the materials and methods of construction.



## Size of Structure

The maximum size of an accessory building is governed by the size of the lot. The total amount of lot area covered by all roofed structures on the property cannot exceed 40 percent of the lot area. Please contact the Planning Division for more information: 707.746.4280 or comdev@ci.benicia.ca.us

## Building Design and Appearance

There are no design requirements for accessory structures, unless they are located within the Historic District. If this is the case, please contact the Planning Division for specific information at 707.746.4280 or comdev@ci.benicia.ca.us.



### Building Division

General information	707.746.4230
Inspection requests only	707.746.4235
Facsimile	707.747.1637

**Planning Division**  
707.746.4280

## Inspections

All permits issued require an inspection during and/or at completion of the work. Scheduling inspections is the responsibility of the permittee. Depending on the type of project, the following inspections are required:

**Foundation** - after trenches are excavated, forms erected and steel is in place.

**Under floor** - made after installation of under floor framing, heating ducts and plumbing.

**Roof Nail and lateral bracing** - made after installation and nailing of the roof sheathing.

**Frame** - made after the roof, all framing, fire blocking, siding, lath and bracing are in place and all pipes, chimneys, vents, rough electrical and plumbing are installed. The structure must be weather tight prior to inspection.

**Insulation** - when applicable, made after the wall and ceiling insulation is installed.

**Drywall Nail** - when applicable, made after the drywall is installed and prior to tape or texture.

**Final** - when the building is completed and ready for occupancy.

Not all of the above inspections listed above apply to every job. If it is uncertain which inspections pertain, please speak with a Building Inspector by calling 707.746.4230.

## Call for an Inspection

Inspection requests received before 4:30 p.m. are scheduled for the following day (M-F). All calls received after 4:30 p.m. are scheduled two days later. When you call the recorded message be ready to provide your permit number, job address, type of inspection and if you prefer a morning or afternoon inspection (no specific time can be arranged). You will **not** receive a call back. Morning inspections occur sometime between 8:30 a.m.—12:00 p.m. and afternoon inspections between 1:00 p.m.—4:30 p.m. The approved plans and inspection card are required to be on the job site and available to the inspector at the time of inspection.

