



Summary of Common Project Types and Design Review Procedures in Historic Districts*

This table is a summary for user reference to provide a general synopsis of design review procedures and exemptions in the City’s historic districts. The full text of the City’s design review requirements can be found in Benicia Municipal Code chapter 17.108. The specific details or complexity of a project may necessitate design review by the Historic Preservation Review Commission (HPRC) and/or other land use approvals. Review and/or documentation of an exemption may incur a fee subject to the City of Benicia Master Fee Schedule. All work shall comply with applicable codes and ordinance, including building permits where required.

Project Type	Historic (Landmark or Contributing)	All Other
Exterior		
Minor repairs and replacements- No modification to exterior appearance of structure (e.g., dry rot or stucco repair)	Exempt	Exempt
Reroofing- No architectural or structural change (e.g., composite to composite)	Exempt	Exempt
Window – Replacement with same dimensions, appearance, textural and visual material characteristics. <i>Examples:</i> wood to wood, vinyl to vinyl, wood to paintable composite, if dimensions and details match existing	Exempt	Exempt
Window/Door – Replacement to change material; does not match existing textural or visual characteristics but retains same overall appearance <i>Examples:</i> aluminum to vinyl or wood to clad	HPRC- DR	Exempt
Window/Door – Replacement to restore original appearance	Exempt	Exempt
Repainting a painted surface (incl. change of color)	Exempt	Exempt
New or replacement awning	Exempt	Exempt
Foundation- Repair or replace with height increase up to 18”, no change in number, size or arrangement of window openings, building entrances, or exterior cladding material	Exempt	Exempt
Porch – Repair or replace “like for like” or with limited changes to dimensions only for compliance with Code life safety requirements (includes stairs, handrails, decking)	Exempt	Exempt
Change to front wall of a building (“Façade remodel”)	HPRC- DR	ADR
Changes to the rear or side wall of a building, with no building addition (i.e., relocate windows, install patio doors, etc.)	ADR**	ADR
Rear Addition	ADR	ADR
Building Addition with Street-Facing Wall	HPRC- DR	HPRC- DR
Dormer Addition	HPRC- DR	ADR

Demolition, Partial Demolition, Relocation or Removal of Structure	HPRC- DR	ADR
New Primary Structure (e.g., residence, commercial building, multifamily, etc.)	HPRC- DR	HPRC- DR
Interior		
Interior alterations (no change to exterior)	Exempt	Exempt
Site		
Landscaping and landscape planters	Exempt	Exempt
Hardscape (patios, landscape retaining walls up to 4' with no grading permit) – includes outdoor dining areas	Exempt	Exempt
Landscape fences or walls, including perimeter fences	Exempt	Exempt
Patio cover in rear yard	Exempt	Exempt
Rear Yard Decks	Exempt	Exempt
Sidewalks and public access ways	Exempt	Exempt
Mechanical		
Replace, remove or add mechanical equipment	Exempt	Exempt
Removal of chimney or fireplace affixed to exterior wall	HPRC- DR	Exempt
Accessory Structures		
New Accessory Structure up to 250 sq. ft. in rear yard	Exempt	Exempt
Accessory Dwelling Unit	Exempt	Exempt

“ADR” means Administrative Design Review

“HPRC – DR” means Historic Preservation Review Commission Design Review

*Refer to BMC Chapter 17.108 for details. For questions, contact the Benicia Planning Division at (707) 746-4320 or comdev@ci.benicia.ca.us

** HPRC Design Review required for modification of character-defining features such as materials, craftsmanship, decorative details, porches or bay windows, etc.