Over the Counter Permits and Express Plan Check

The Planning Department is providing over the counter permits and express plan check services.

Verify hours online. This service is normally available Monday-Thursday 8:00 am -11:30 am and 1:00 pm – 3:30 pm.

Note: Some projects located in the coastal appealable area may not be eligible for this type of processing.

Over the Counter Permits

- Reroofs, window change outs, siding, sheetrock, small remodels with no alteration of walls. SRA-High and SRA- Very High to comply with Wildland Urban Interface.
- *Residential Decks (less than 30 inches above grade, requires a site plan and zoning.)
- Electrical (Service upgrades, repairs, residential rewiring, septic pumps, etc.)
- Plumbing (Water heaters, re-piping, fixture replacement, repairs, etc.)
- Mechanical; Furnaces, Air conditioning units, wall heaters, wood stoves, ducting, etc. Energy compliance documents required for alterations to mechanical systems.
- Expedited Permitting for Solar Photovoltaic
- Electrical Vehicle Charging Systems
- Demolition (Not Commercial)
- Special Inspections

Express Plan Check [Effective November 1, 2020: All Express Plan Check permits are required to use ePlan]

Plan checks completed within 30 days or less, depending on current workload.

- *Small sheds, gazebos, trellises, patio covers, sunrooms, greenhouses less than 500 sq. ft.
- *Decks over 30” above grade.
- *Residential remodels not more than 500 sq. ft. with altered walls.
- Residential roof mounted photovoltaic (PV) systems. *Residential ground mounted PV systems.
- Solar roof mounted hot water systems. *Solar ground mounted hot water systems
- *Small residential additions not more than 250 sq ft that do not require a soils report.
- Small tenant improvements not more than 1,500 sf with no structural alterations, no change of occupancy or increased occupant load, and includes only minor mechanical, electrical and/or plumbing alterations. These applications must be submitted as ePlans.

This is how it works

- If plans are required then you must provide a minimum of 3 complete sets.
- If your project is on septic and your footprint is increasing or there’s a bedroom being added you must show the septic system on the site plan.
- Pay with cash or check, or credit card. You will pay two fees: the submittal fee and then the issuance fee when your plans are approved.
- Increases in the scope of work will require an additional permit.

*If in a coastal area or project is multi-family, a zoning and/or plan check review is required.

Please note that if your project is located in a FEMA Flood Zone (A, AE, AO, AH, V, or VE), you must submit the substantial improvement forms found in “Environmental” in order to obtain your permit.