

REPAIR or ALTERATION PERMITS

Different Types of Housing can be remodeled through the use a “repair” or “alteration” permit. Below is a summary of both permit types, definitions, and submittal requirements.

REPAIR PERMIT

Definition: 2018 IRC Chapter 2 (Residential Buildings)

[A] Repair

The reconstruction, replacement or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

Note: A repair permit does not include a change in use, floor plan modifications, changes to the existing roof pitch, wall removal or modifications to the roof/floor structure.

R105.2.2 Repairs 2018 IRC (Residential Buildings)

Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

[A] 105.2.2 Repairs 2018 IEBC (Commercial Buildings)

Application or notice to the code official is not required for repairs to structures and items listed in Section 105.2 provided that such repairs do not include any of the following:

1. The cutting away of any wall, partition, or portion thereof.
2. The removal or cutting of any structural beam or load-bearing support.
3. The removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
4. Any addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent, or similar piping, or electric wiring.
5. Mechanical or other work affecting public health or general safety.

ALTERATION PERMIT:

Definition:

[A] Alteration 2018 IRC/IBC Chapter 2 (Residential and Commercial)

Any construction or renovation to an existing structure other than a repair or addition.

Note: An alteration permit does include a change in use, floor plan modifications, changes to the existing roof pitch, wall removal or modifications to the roof/floor structure.

Submittal Requirements:

R105.3 Application for Permit

To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitively locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section R106.1.
5. State the valuation of the proposed work.
6. Be signed by the applicant or the applicant's authorized agent.
7. Give such other data and information as required by the building official.

Structure Type: Residential/Commercial

PERMIT TIME LIMITATION

[A] 105.3.2 Time Limitation of Application 2018 IRC

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the code official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Title 49 Section 124. - Reinstatement of permits.

Any person, firm, corporation, or limited liability company desiring to have their expired, canceled, or voided permit reinstated must provide a written request showing just cause. If approved by the Director, official code, or designee, the permit will be reinstated, and a fee of One Hundred Dollars (\$100.00) shall be charged.

