



PURPOSE

The purpose of this Policy and Procedure is to establish standards for granting and documenting exemptions from permit as allowed by California Building Code (CBC) Section 105.2 Work exempt from permit, California Plumbing Code § 103.1.2 Exempt Work, California Mechanical Code § 112.2 Exempt Work, & the California Electrical Code article 89.108.4.1 Permits.

BACKGROUND

Because of frequent misunderstanding resulting from verbally answering the question, “does this require a permit?” we have found it prudent to establish a policy of not answering this question verbally. This policy and procedure describes the standards and procedures for approving and documenting exemptions from building permits.

POLICY

It is the policy of the City of Oceanside Building Division to not verbally provide definitive answers regarding permit exemption and to inform customers inquiring about permit exemption that in order for a permit exemption to be valid and defensible, it must be obtained in writing as described below.

PROCEDURE

Inquiries

When a customer inquires about building permit exemption, the standard response shall be, “We do not provide verbal information about building permit exemption. You can come to our counter, or we can mail you the procedure and forms to document building permit exemption.”

Always end the conversation with a statement about the necessity of having an approved, written, permit exemption document prior to commencing work.

With this procedure, we can confidently answer the allegation, “I called the Building Division and they told me I didn’t need a permit”, with, “We do not give out definitive information about permit exemption over the phone and everyone

is told that in order for a permit exemption to be valid, it must be documented in advance.

If the customer indicates that they wish to have the exemption documented, give them or send them a packet including: This procedure (A-1); the Permits Required and Exempted Work handout; The Documentation of Permit Exemption form.

Review and Approval

Counter Staff

1. Review submittal to verify that it is legible, clearly describes the work and meets the basic criteria for exemption, i.e., answer the question, does this fall within an exemption category?
2. Route the customer to the all the departments listed on the Documentation of Permit Exemption form for approvals.
3. Enter customer information into PermitTRAK as a record type "Permit Exemption" and have the customer pay the administration fee.
4. When 1, 2, and 3 are completed, transmit to the Building Official or Building Services Administrator.

Approval

1. The Building Official or Building Services Administrator will review the submittal and either approve or deny, or if additional information is necessary, complete a plan review correction list.
2. Once approved, the original shall be scanned and attached record in PermitTRAK. A copy shall be provided to the customer for their records.

Attachments:

Permits Required and Exempted Work Handout
Documentation of Permit Exemption Form