



Permits Required and Work Exempt from Permits

Community Development – Building Division
Telephone number (650) 259-2330

Work Requiring Permit:

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by California Code of Regulations Title 24, or to cause any such work to be performed, shall first submit application to the building division and obtain the required permit(s).

Typical Work Requiring Permits:

1. New construction
2. Additions, Alteration or Repairs
3. Kitchen remodeling or Repairs
4. Bathroom remodeling or repairs
5. Dry rot or termite work
8. Replacement of Siding and Roofing
9. Replacement of Windows
10. All new decks or repairs to a deck
11. New Plumbing, Electrical, Mechanical work, or replacement such as Installation of Water Heater, Force Air Furnace, and Air Conditioning.

Before starting any construction project, alteration, or repair it is highly recommended that the Building and Planning divisions be contacted to inquire if your proposed project will require a permit to avoid costly errors and fines.

Work Exempt from Permit.

Building:

1. One-story detached accessory structures, provided that the floor area does not exceed 120 square feet.
2. Fences not over 6 feet high (*located within the setback area*), *except in the front yard*.
3. Retaining walls that are not over 4 feet in height ***measured from the bottom of the footing to the top of the wall***, unless supporting a surcharge (i.e., a 2 feet wall supporting horizontal load from an uphill slope or vehicle wheel load).
4. Landscaping not involving a retaining wall.
5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
6. Painting, papering, tiling, carpeting, and similar finish work.
7. Decks not exceeding 200 square feet in area, that are not more than 30 inches *above grade at any point*, are not attached to a dwelling and do not serve the exit door required by California Residential Code.

Electrical:

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, appliances, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating appliances.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot-or chilled-water piping within any heating or cooling equipment regulated by this code.

5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.
8. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste, or vent pipe provided, however, that if any concealed trap, drainpipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.

Emergency Repairs.

Where equipment replacements and repairs must be performed in an emergency, the permit application shall be submitted within the next working business day to the building official.

Repairs.

Application or notice to the building division 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.

How to Apply for a Building or Planning Permit.

Permit applications and supporting documents are required to be filed electronically with the building division through the City of Millbrae web page building permit portal at: <https://millbrae.ca.eprocess360.com>

Electronic Permit 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 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.
5. State the valuation of the proposed work based on estimated labor and materials.
7. Provide other data and information as required by the building division.