



Building Permit FAQ's

City of Live Oak
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I want to build a room addition on my house, what do I need to do?

The first thing you should do is prepare a plot plan to discuss your project with Planning staff to see if you can meet the zoning requirements such as lot coverage, setbacks, and height limits. Once you have determined that your project is allowed, you may obtain further submittal requirements from the Building Inspection Division.

I would like to do some home improvements. What type of work requires a building permit?

A building permit is required for home improvements such as room additions, patio covers, spas, pools, retaining walls, re-roofing, changing floor plans and other projects. The permit is required before you begin construction. (In some cases, more than one permit may be required). **You should contact the Building Inspection Division at City Hall before starting these projects:**

Air Conditioning - New or Replacement
Furnace New or Replacement
Dishwashers - New Installations
Driveways
Electrical Service Panels
Room Additions
Fences or Block Walls
Repairs and Alterations
New Windows or Retrofits
Demolition

Patio Covers
Termite Repairs
Roofing/Siding
Decks Covered or Uncovered
Sewer Repairs
Spas
Stucco Work
Swimming Pools
Water Heater - New or Replacement

When are electrical, plumbing, or mechanical permits required?

Permits are required for any electrical, plumbing, or mechanical improvements. New installations, alterations, modifications, replacements, or change-outs also require permits.

Are there any exceptions?

Yes. Some of the items that do not require a building permit are:

- One-story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet.
- Painting, papering, carpeting/flooring and similar finish work.
- Any fences not over 6 feet high, however, Planning Dept. clearance may be required.

If in doubt, contact the Building Inspection Division **before** you start your project.

Are there any other permits required?

Separate plumbing, electrical and mechanical permits may be required even if the work is exempt from a building permit. Sign permits are always required and grading permits may also be required for certain projects, zoning approval may also be required.

What are the setbacks/height/parking requirements?

The City contains several different residential as well as commercial zones and because each zone has different development standards, Planning staff should be contacted to discuss these issues related to each specific property and its zone.

Can I add a second story to my garage?

Maybe, if your garage is attached to the residence itself. No, if the garage is detached.

I am having a dispute with my neighbor about our property line, what can I do?

Property line disputes may end up in court. Please review a copy of your parcel map that is included in your Title report when you purchased your property or you may obtain a copy from City Hall or the Sutter County Assessor's office. If that does not supply you with enough information, you may want to hire a surveyor to determine your property boundaries.

How tall can a fence, wall, hedge or lattice be?

In general, a wall, fence or hedge, 36 inches in height, may be located on any part of your property (excluding the public right-of-way). A wall, fence or hedge 6 feet in height may also be permitted depending on location of the lot and placement of the wall.

Does a lattice or solid cover patio require a building permit?

Yes. Solid cover patios and lattice type patios require a building permit.

Does a building permit expire?

Yes. A permit issued by the Building Inspection Division shall expire, if the work is not commenced, or if the work is started and then abandoned, within 180 days of the date of the permit issuance. Should this happen, the permit will become null and void. Permits shall remain active as long a work progresses and an inspection is conducted at least every 180 days. If necessary, a 180 day extension may be granted, provided the owner submits a letter to the Building Official stating the circumstances requiring the extension.

Do modifications to the approved set of plans need to be approved?

Yes. Any changes to the approved set of plans must be submitted and approved by the appropriate Department(s) and/or other agencies before construction changes are implemented.

Some cities allow contractors to work without a permit up to a point where the first inspection is required. Is this practice allowed in Live Oak?

No. Permits are required prior to work beginning.

What does a permit cost?

Building permit costs are based on the valuation of the work being done. Valuation includes the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, energy, elevators, fire-extinguishing systems and any other permanently installed equipment.

As an **example**, a small commercial/industrial tenant improvement with a total valuation of \$50,000 would cost \$606.73 for the building permit plan review fee, and \$933.44 for the building permit inspection fee.

Another **example is**, a bedroom addition with a total valuation of \$15,000 would cost \$236.80 for the building permit plan review fee, and \$364.31 for the building permit inspection fee.

Each project is unique, with its own unique set of fees. Please keep in mind that there may be other fees associated with you project such as, excise fees, impact fees, site improvement fees and encroachment fees.

Can I get permits through the mail or on the City's web site?

Permits may be issued through the mail to "out-of area" owners. Call the Building Inspection Division for further information. At this time, the city does not offer permit issuance on our web-site.

Do I need a permit for a sign?

Sign permits are required for both residential and non-residential zones. A sign plan with detailed information regarding sign quantity, size, and placement should be submitted with the application. A permit is required prior to installation. All permitted signs require approval from the Planning Director and/or Design Review committee.

Why are signs regulated?

Signs are a vital part of any city. They are essential to business and industry and help build a strong economy. When signs are too numerous, too big or too gaudy, they actually harm a city by making it look unattractive. Sign regulations are designed to control the sizes, heights and numbers of signs so the signs can contribute to successful business growth. The City Council has determined that sign designs that reinforce the small-town image shall be encouraged.

Are Temporary Signs/Banners legal in the City of Live Oak?

Special event signs for which an administrative review, pursuant to Live Oak municipal code Chapter 17.53, have been approved or conditionally approved are allowed to be used within the City on a temporary basis, for a limited period of time, not to exceed sixty days. These signs may be used to promote a new business, for the sale of new products, new management, new hours of operation, new services or a special sale.

If I hire a licensed contractor, do I still need a permit?

Yes. A contractor's license is not a permit exemption. If you are unsure if your contractor has obtained a permit on your behalf, contact the Building Inspection Division to verify.