

GUIDELINES FOR CONSTRUCTION PERMIT APPLICATIONS CITY OF DEL MAR



Construction Permits include Building Permits, Electrical Permits, Plumbing Permits, and Mechanical Permits. Applications for Construction Permits are reviewed for consistency with Del Mar Municipal Code (DMMC) Chapter 23.05 and applicable California Building, Electrical, Mechanical, and Plumbing Codes, including any locally adopted additions or modifications. Construction Permits are “ministerial” in nature, meaning that once a determination is made by City staff that the application complies with adopted standards (including applicable building codes and payment of any fees), the permit may be issued. See the attached list of property and structure improvements that require issuance of Construction Permits, as well as a list of exemptions.

Applications submitted on or after October 30, 2019 are subject to the local rules for the expiration of Construction Permits (DMMC Chapter 23.05 adopted on September 30, 2019) which require that:

- Building Permits in Residential Zones expire two (2) years from the date of permit issuance
- Building Permits in Commercial or Specific Plan Zones expire four (4) years from the date of permit issuance
- Electrical Permits, Plumbing Permits, and Mechanical Permits expire two (2) years from the date of permit issuance, or concurrently if processed together with an active Building Permit.
- That an extension of expiration dates may be requested in accordance with DMMC 23.05.030 (D).

The City of Del Mar has a contract with EsGil Corporation for the provision of services relating to the City of Del Mar, Planning Department, Building Official and Building Division. Customer service to the public is provided via a shared public building counter with the City of Solana Beach located at:

City of Del Mar, Building Services Division
635 South Highway 101, Solana Beach CA 92075
Phone: (858)720-4450; Email: counter@cosb.org

Prior to submittal of any plans or other documents to the City’s Building Services Division, applicants must bring four (4) sets of complete architectural plans to the Planning Department at Del Mar City Hall for review and subsequent provision of a Building Division Transmittal Form authorizing either submittal of materials into plan check, or issuance of Construction Permits by the Building Services Division.

For questions, please contact the City of Del Mar Planning Department at (858) 755-9313 or visit Del Mar City Hall, Monday through Thursday between 1:00 PM and 5:30 PM and/or on Fridays between 1:00 PM and 4:30 PM.

City of Del Mar City Hall
1050 Camino Del Mar, Del Mar, CA 92014.

September 30, 2019

2019 California Building Code, Title 24, Volume 1: Chapter 1 – Scope and Administration:

WHEN A CONSTRUCTION PERMIT IS REQUIRED

[A] 105.1 Required.

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 this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

CONSTRUCTION PERMIT EXEMPTIONS

[A] 105.2 Work exempt from permit.

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Exemptions from a BUILDING PERMIT:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet.
2. Sidewalks and driveways that are not more than 30 inches above adjacent grade, and are not over any basement or story below, and are not part of an accessible route.
3. Temporary motion picture, television and theater stage sets and scenery.
4. Prefabricated swimming pools (if accessory to a single dwelling unit or duplex) that are less than 24 inches deep, are not greater than 5,000 gallons and are installed entirely above ground.
5. Shade cloth structures constructed for nursery or agricultural purposes, not including any associated irrigation system.
6. Swings and other playground equipment if accessory to a single dwelling unit or duplex.

Exemptions from an ELECTRICAL PERMIT:

1. **Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. **Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Exemptions from a MECHANICAL PERMIT:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.

6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds or less of refrigerant and actuated by motors or 1 horsepower or less.

Exemptions from a PLUMBING PERMIT:

1. The stopping or clearing of leaks in drains, water, soil, waste or vent pipe, unless the work requires removal or replacement with new material.
2. The repairing of pipes, valves, fixtures, unless the work requires removal or replacement.
3. The removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.

State Code Provisions Relating to Emergency Repairs and Repair Maintenance:

[A] 105.2.1 Emergency repairs.

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

[A] 105.2.2 Repairs.

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 standpipe, water supply, sewer, drainage, drain leader, gas, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.