



Plan Submittal for Patio Covers and Similar Accessory Buildings (Sheds • Arbors • Trellises)

July 2004 (Rev. Feb. 29, 2008)

Purpose

This handout establishes a procedure for complete plan review submittals for one story detached/attached patio covers and similar residential accessory structures used as tool and storage sheds, playhouses, and shade structures (i.e., trellises, gazebos, arbors). Approval must therefore be obtained from Building Safety & Inspection, Planning and Public Works before commencing any work.

Permits Required

The City's adopted Zoning Code and Section 2606.10 (2007 CBC) establish regulation for the construction of all buildings within this jurisdiction. As such, a building permit is required for the following installations:

- Attached patio covers, (or similar shade structures i.e., trellises, gazebos, arbors) accessory Structures/Sheds, of any size if joined to the main house/garage structure.
- Detached patio covers, (similar shade structures i.e., trellises, gazebos, arbors) or accessory structures/sheds, when in excess of 120 Sq. Ft. in floor area.

A structural analysis/evaluation may be required by a California licensed engineer for freestanding structures of unusual shapes, and for structures with tile roofing materials (i.e., cellulose, cement).

*Note: All accessory structures must be **6-ft** away from the main house and any other existing structure(s) on the side to be considered detached.*

Allowed Locations

Consult with Planning staff to review the Zoning Code restrictions for maximum building coverage allowed, height limitations, property line setbacks and maintenance/public utility easement setback distances prior to submitting plans.

Exemptions

Structures meeting the following criteria do not require a building permit:

- One story detached patio covers, similar accessory structures (tool and storage sheds), playhouses and shade structures (trellises, gazebos, arbors) 120 Sq. Ft. in floor area or smaller, with not more than 12-in of overhang extending beyond the exterior wall of the structure; and
- No portion of the structure equal to or greater than 8-ft in height.

TYPE OF STRUCTURE	PERMIT REQUIRED	MINIMUM SETBACKS	MAXIMUM HEIGHT
<u>Any attached</u> patio cover / shed to main house or garage	Yes	(1)	(1)
Detached patio cover greater than 120 Sq. Ft.	Yes	Side: 3-ft Rear: 3-ft	16-ft
Detached patio cover less than 120 Sq. Ft.	No	Side: 3-ft Rear: 3-ft	8-ft
Detached Accessory Structure/Shed less than 120 ft ²	No	Side: 3-ft Rear: 3-ft	8-ft
Detached Accessory Structure/Shed over 120 ft ²	Yes	Side: 5-ft Rear: 5-ft	16-ft

(1) Please consult with a representative of the Planning Department for development standards and setback requirements.

Plan Submittal for Construction

Quantity

- Two (2) complete sets of plans must be submitted; a completed Application for Permit form, and plan check fee paid. Upon submittal of plans, they will be distributed to Building Safety & Inspection, Planning, and Public Works (for enclosed structures only).
- Three (3) site plans, with two site plans attached to the plans; one (11 x 17)-in for Assessor's copy.

Plan Review Timelines

Allow a minimum of **ten** business days for the first plan review; **five** business days for any subsequent reviews.

Minimum Plan Requirements

Size

Minimum 8 ½ x 11 in. and maximum 24 x 36 in plans drawn to scale, fully dimensioned and legible.

Information

1. **Plot Plan** - job address; name, address and phone number of owner, contractor and designer; written description of scope of work, dimensioned area (Sq. Ft.) for structure; lot and existing building size; location and distances to rear and side property lines; public or maintenance easements; north arrow.
2. **Architectural Plan** - for enclosed patio covers, identify adjacent rooms, door/window opening sizes and types within the existing dwelling [light/ventilation areas and bedroom emergency egress windows shall be maintained]; exterior landings; location of electrical outlets/switches/light fixtures; architectural and framing details including cross sections; exterior elevations, materials, colors, wall covering, building height.
3. **Structural/Framing Plan** - complete roof framing with sizes/spacing of rafters, beams, girders, posts; distance between supporting posts; lumber species and grade; framing details at typical locations (beam to post, post to footing); method of attachment to existing structure.
4. **Foundation Plan** - new foundation system identifying type, reinforcement, dimensions, post to foundation connection, and footing/slab details cross-referenced to plans.
A structural analysis may be required depending on the weight of roof cover (i.e., for tile roofing or similar cementitious material) and the design of the structure.

Patio covers The following provisions shall be considered in your design when building a patio cover:

- One-story structures only.
- Maximum 12-ft in height (refer to the Zoning Code for allowable height requirements).
- Open area of longer wall and one additional wall is at least 65% of the area below a minimum 6-ft and 8-in of each wall, measured from the floor.
- Openings may be enclosed with insect screening or plastic that is readily removable translucent or transparent plastic, 0.125-in in thickness.
Exception: operable glass windows or doors are allowed provided the remaining windows in the dwelling - other than the windows being blocked by the enclosed structure - provide minimum natural light & ventilation.
- Structure is used only for recreational, outdoor living purposes and **not** as carports, garages, storage rooms or habitable rooms.
- Emergency egress windows in bedrooms shall not exit into patio enclosures; these should open directly to the street, public alley, or yard.
- Structure may be supported on a minimum 3½-in thick concrete slab on grade without footings, provided that the columns do not support live and dead loads in excess of 750-lbs per column.

Manufactured Patio Covers

If the patio cover/enclosure is based on an approved industry listing (i.e., I.C.B.O. report), conformance to the items listed above is not necessary – the product has been tested and reviewed. Therefore, only the Evaluation Report number and specification sheets shall be attached to the site plan/cover sheet.

Inspections

1. **Foundation** - only required when any proposed structure includes a new foundation system; the inspection allows the building inspector to verify the size and depth of excavated footing, foundation construction method, etc.
2. **Final** - required after the project is complete.

The inspection phone line is **(916) 478-2225**, available 24 hours/day. Inspection requests received after 5:00 am will be scheduled for the following day.

Fees and Application Forms

Building fees are based on the total value of all construction work (including labor and materials). Please call in advance to determine an exact fee.

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: 8401 Laguna Palms Way

Phone: (916) 478-2235

Hours: Mon through Fri, 8 am – 5 pm