



# WHEN IS A PERMIT REQUIRED?

The following is a list of projects for which a PERMIT IS REQUIRED:

- ✓ Accessory building over 120 sq ft
- ✓ Accessory building under 120 sq ft with a concrete foundation
- ✓ Additions to a building
- ✓ Air conditioning or furnace installation or replacement
- ✓ Concrete installation larger than 4 ft x 6 ft
- ✓ Deck construction or replacement when more than thirty (30") inches above grade and larger than 25 sq ft
- ✓ Demolition of a building
- ✓ Driveway installation or replacement (including circular driveways)
- ✓ Driveway approach installation or replacement. *Approach is the portion of the drive connecting to the street.*
- ✓ Electrical work replacement of or installation of a panel. *Replacing switches, plugs and ballasts are exempt.*
- ✓ Fence construction, repair or replacement over 50%
- ✓ Irrigation systems - *lawn sprinklers* **Backflow Report Required**
- ✓ All Patio Covers – if attached to the residence, an engineer letter is required
- ✓ Plumbing work – *replacing fixtures only no permit is required*
- ✓ Remodeling of a building requiring the addition or replacement of walls - **Engineer Letter Required**
- ✓ Retaining wall construction or replacement over four feet in height -; **Engineer Letter Required.**
- ✓ Roof replacement – whole roof decking and shingles; **Shingles only does not require a permit.**
- ✓ Solar Panel installation or replacement – meter release required
- ✓ Swimming pool – above ground construction *less than 24 inches is exempt*
- ✓ Swimming pool in-ground construction, repair or filling-in
- ✓ Water heaters - replacing or adding
- ✓ Water softeners or filtration installation
- ✓ Water or sewer line replacement - *repair work such as exchange of washers and faucets is exempt*

**The following is a list of projects for which a PERMIT IS NOT REQUIRED:**

- ✓ Accessory building under 120 sq ft – they must meet set back requirements (5' from side and rear property line)
  - ✓ Fixture replacement if there's existing wiring or plumbing
  - ✓ Painting, papering, tiling, carpeting, cabinets, countertops, or similar finish work
  - ✓ Portable heating equipment
  - ✓ Portable ventilation equipment
  - ✓ Retaining walls less than four (4') feet in height measured from the bottom of the footing to the top of the wall
- Wood decking not more than thirty (30") inches above grade or NOT supporting a vertical load
- The above two lists are NOT all-inclusive.

**Failure to obtain a permit may result in double permit fees or a citation.**  
**Questions concerning your specific project may be forwarded to the**  
**Building Services Department at [permits@cityofcaddomills.com](mailto:permits@cityofcaddomills.com)**

**NOTE: Please ALSO contact your Homeowner's Association for additional requirements from Deed Restrictions and/or Covenants prior to submitting an application.**

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city.