

PERMITTING:

Q: Where do I get a permit?

A: Permits are issued by the Building & Safety Division at the Development Center, located at City Hall, 7351 Rosanna Street. A permit may be obtained over the counter; however, more complex projects may require more time to review the plans in detail before issuing any permits.

Q: What happens if I build without a permit?

A: If you begin construction without the required permit(s), a "Stop Work" will immediately be issued by an Inspector. You will be required to apply for the permit(s) and pay fees (up to double the original fee amount). After the permit has been issued, you may be required to uncover any work covered so that it may be inspected before the release of the Stop Work. In some cases, regulations or codes may not permit the type of construction completed. In this case, you may be required to replace or restore the area to its original condition.

Q: What other information do I need to supply to apply for a permit?

A: When applying for a permit, the following information is required to complete the permit submittal:

- Description of all the work to be done on the permit.
- Location of the project (address),
- Legal owner's name, address, and phone number,
- The total valuation of the proposed work (Valuation includes all labor and materials, all construction, electrical, heating, water supply, plumbing, fire sprinklers, and elevator equipment) for which the permit is being issued. The valuation must be based on the actual improvement value of the work performed regardless if labor and or materials were donated.

Q: Who can obtain a permit?

A: Permits may be issued to:

- Property owners (for work on owner-occupied single-family or otherwise allowed by state law).
- Licensed contractors.
- Certified owner's agent with a letter of authorization signed by the owner.
- When a permit is issued, the signature and identity of the applicant must be verified. A California Driver's License, State of California Identification Card, or other qualifying identification will meet this requirement. Contractors must have a current City of Gilroy Business License and current State of California Contractor's License. Workers' Compensation Insurance Company and policy number must be supplied if employees will be working on site.

Q: How much will the permit cost?

A: The cost of building permits is based upon the City's fee schedule. Payment of fees may be made in cash, personal checks, money orders, or Visa and Master card. Contact the Permit Technician if you would like to have an estimate of the fees for your project.

Q: What are your hours for issuing permits?

A: Permits are issued between 8:30 a.m. and 4:30 p.m., Monday through Friday.

Q: When don't I need a permit?

A: Most major projects will require permits of some kind (building permits and or planning permits). Permits are necessary to ensure that all buildings meet minimum standards that protect their occupants and neighbors in everyday living and emergencies or natural disasters. Some minor projects are allowed without obtaining building permits. However, depending on the project, other permits (planning, encroachment, special activities, etc.) may be required. In either case, the construction of such projects should be in conformance with all applicable codes. Some of the projects which do not require a building permit are:

- Retaining walls or planter boxes that are no more than 4' in height (measured from the bottom of the footing to the top of the wall) and do not support another structure, fence, or take on additional loads.
- Wood or chain link fences not greater than 6' high.
- Decks and platforms less than 30" above grade, and not attached to a structure.
- Exterior stairs that are within 30" of grade have less than four risers (if residential) or less than two risers (if non-residential) and are not a part of an existing system.
- Pools which are entirely above the adjacent grade and have a maximum capacity of 5,000 gallons.
- Single story detached buildings used as tool and storage sheds, playhouses, etc., as long as the floor area does not exceed 120 square feet and does not have plumbing, heating, or electricity.

Below are some examples of minor improvements that do not require a building permit. Contact the Building & Safety Division for additional information.

- Interior or exterior painting,
- Installing draperies or blinds,
- Installing carpeting or resilient floor covering,
- Constructing store fixtures (display cases) and removable partitions under five feet-nine inches,
- Constructing uncovered concrete patios,
- Changing fixtures and utility outlets, such as lighting and light switches.

PLAN CHECK:

Q: What are the submittal requirements for a residential project, or a commercial project?

A: The City of Gilroy has submittal guidelines available for residential or commercial projects. Visit our website to obtain these submittal requirements at <http://www.cityofgilroy.org/214/Building-Forms-Handouts-and-Policies>

Q: What edition of the adopted codes shall we design to?

A: The following codes are adopted by Ordinance and are effective January 1, 2020.

On or after January 1, 2020, all buildings or structure shall be erected, constructed, enlarged, altered, or repaired in accordance with the new codes.

- Gilroy City Code (**GCC**)
- 2019 California Building Code (**CBC**)
- 2019 California Residential Building Code (**CRC**)*
- 2019 California Green Building Standards Code (**CALGREEN**)
- 2019 California Electrical Code (**CEC**)
- 2019 California Plumbing Code (**CPC**)
- 2019 California Historical Building Code (**CHBC**)
- 2019 California Fire Code (**CFC**)
- 2019 California Mechanical Code (**CMC**)
- 2018 International Property Maintenance Code (**IPMC**) with Appendix A
- 2019 California Energy Code (**CEnC**)
- 2019 California Existing Building Code (CEBC) and
- 2018 International Existing Building Code (IEBC) with Appendix A1 to A5

Q: What other Ordinances affect construction in the City of Gilroy?

- A:**
- [Shopping Cart Ordinance 2007-10/Chapter 19A](#)
 - [Construction and Demolition Ordinance 2007-20](#)
 - [Building Security Ordinance 85-17](#)
 - [Building Security Ordinance amended by 2002-19 to require - PUBLIC SAFETY RADIO SYSTEM to support the City's Public Safety Communications System in any structure over 10,000 square feet](#)
 - [Hours of Construction 2004-15](#)
 - [URM Ordinance 2007-06, 2006-19, 20](#)
 - [Wood Burning Appliances 2005-06](#)

- [Repair Ordinance 2008-08](#)
- [Fire Code Amendments 2019-10](#)
- [Building Code Amendments 2019-09](#)

Q: What amendments has the City of Gilroy adopted to the codes?

A: Amendments to the adopted codes can be found in Ordinance [2019-09](#) and [2019-10](#). It is currently available on our website. A copy can also be email to you if you wish. Please call (408)-846-0451.

Q: What design criteria should I use for the City of Gilroy?

- A:**
- **Seismic Design Category (SDC):** D (Section 1613, CBC)
 - **Wind Speed & Exposure:** 92 mph, Surface Roughness Category C, and Wind Exposure C
 - **Climate Zone:** 4 (Fig A101-A, CEnC)
 - **Soil Bearing Pressure:** 1500 pounds per square foot (psf) or in accordance with the soil report. Due to expansive soil conditions in Gilroy, a soil report is required for all new construction projects (Section 1803, CBC). Please contact the Building Division if you have any questions.
 - **Maximum Rainfall:** 1.5 inches per hour. (Table D-1, CPC)
 - **Climatic and Geographic Design Criteria (CRC Section 301.2)*:**
 - **Ground Snow Load:** NA
 - **Wind Design Speed:** 92 mph per 1609.9.3(1)
 - **Seismic Design Category:** D2, CRC Section R301.2.2.1 for SDS=1.0 in the City of Gilroy
 - **Air Freezing Index:** See Table 403.3(2), CRC
 - **Mean Annual Temperature:** 59.7 degrees Fahrenheit
 - **Subject to Damage From:**
 - **Weathering:** No
 - **Frost Line Depth:** 12 inches
 - **Termite:** Very High
 - **Winter Design Temperature:** 32 degrees Fahrenheit
 - **Ice Barrier Underlayment Required:** No
 - **Flood Hazards:**
 - City of Gilroy has participated in the NFIP since 8/1/1980 (Ordinance 98-17 adopted 9/8/98)
 - Last Flood Insurance Study was completed on June 29, 2009
 - Map Number 06085CIND0A, C0619H, C0636H, C0637H, C0638H, C0639H, C0643H, C0752H, C0756H, C0757H of 830 (Effective Date May 18, 2009)

*Applicable only to one and two-family dwellings

For additional information regarding your next project, please visit the Building & Safety Division at (408) 846-0451 or our website at: <https://www.cityofgilroy.org/209/Building-Safety-Division>

Q: How many sets of plans do I need to submit?

A: Hard Set of Plans:

- **New Commercial & Industrial:** 5 of which 2 sets shall be wet stamped and signed by the design professional in charge of the project.
- **New Residential:** 4 (5 if Hillside Construction) of which 2 sets shall be wet stamped and signed
 - Model plans must include reverse plans for foundation, floor plans and building sections.
 - For subdivisions, submit an 8" x 11" plot plan, including address, tract number, lot number, setbacks, lot drainage, utilities, and street furniture.
- **Tenant Improvements:** 4 of which 2 sets shall be wet stamped and signed
- **Residential Alterations:** 4 of which 2 sets shall be wet stamped and signed

Calculation and Soil Reports:

T24 Energy Calculation - 2 sets

Structural Calculations - 2 sets shall be wet stamped and signed

Soil Report - 2 sets

Digital Set of Plan:

- All files must be in PDF format
- Design professional in charge of the project shall stamp and digitally sign required set of plans.
- Do not enable security on the PDF file that prevents mark-up, printing, or collating.
- Files that are locked from performing any of the above may be rejected without any further review.
- Plan sets **MUST be combined into a single PDF Document**, sorted in the same order as a physical plan set (8.5 x 11 documents on top and larger plans sets at the bottom).
- Documents should be book marked and titled with descriptive names to ensure efficient processing and review time.
- Ensure pages within the plan set are rotated properly.
- Plans are to be emailed to PlanSubmittal@cityofgilroy.org.

The final, approved plans for Commercial, Industrial, Dwellings - 3 or more stories in height, and Condo projects must also be submitted in digital format before permit issuance.

As-built plans for Commercial and Industrial projects must be submitted in digital format before issuance of a Certificate of Occupancy.

Q: What is the turnaround time for my project?

A: The turnaround time depends on the size of the project. It can range from over-the-counter to a maximum turnaround time of 6 to 10 weeks. Some projects, such as re-roofs, water heaters, window replacements, termite repair work, etc., can be fully permitted over-the-counter, meaning a return trip won't be needed. Please visit the Building & Safety Division at 7351 Rosanna St. Gilroy, CA.

Q: When do I need to submit for plan review at the Health Department?

A: Plans for restaurants, bars, grocery stores and other food type occupancies shall also be submitted to the County Health Department.

3 sets of plans must be submitted to:

Santa Clara County Environmental Health
Consumer Protection
1555 Berger Drive, Suite 300
San Jose, CA 95112-2716
Environmental Health questions? Call: (408) 918-3400
Fax: (408) 258-5891

INSPECTION:

Q: Can I do the work myself or do I have to hire a contractor?

A: Property owners may perform work on their property, but specific regulations must be followed. Workers' Compensation: If the property owner hires anyone other than a State Licensed contractor, they need to purchase Workers' Compensation Insurance. Proof of this insurance will need to be provided to the Building Division, and the property owner will also need to fill out an "Owner-Builder" statement before the building permit is issued.

Q: How do I verify if a contractor is licensed?

A: Contractors are required by the State of California to be licensed by the [California State Contractors' License Board \(CSLB\)](#). You can verify a contractor's license information by telephoning the CSLB at 1-800-321-CSLB (2752).

Q: What if I have a permit but never called for inspections?

A: Generally, permits expire after 180 days if no inspections have been performed. For the project to be deemed complete, it must pass a final inspection. If a permit expires before final inspection, the project violates City codes. The City of Gilroy offers the ability for you to request a permit/application extension request. The permit/application extension request is located at [Permit Extension / Plan Check Extension Request Form](#).

You can also stop by our office at 7351 Rosanna St, and we can help you in person to reactivate the permit/application or apply for a new permit.

Q: What about inspections?

A: It is the property owner's responsibility to call us for inspections at specific times during construction. The property owner may have the contractor schedule inspections, but it is the property owner's responsibility to verify that the inspections are scheduled. During the construction phase, inspections by City Staff are required before covering any concealed areas. Inspections also are required before:

- Placing concrete or grout
- Covering electrical, plumbing, or mechanical work
- Covering floor framing
- Covering interior sides of wall framing
- Taping gypsum wallboard
- Applying stucco
- Covering fire sprinkler systems
- Covering penetrations of fire-rated portions or floors.

Inspections are also required before connecting to or the hook-up of:

- Gas lines.
- Electrical service; and/or
- Water and sewer services

Inspections ensure that the construction is proceeding according to the approved plans, comply with adopted codes and project conditions of approval. In turn, this will help ensure your safety and secure the value of the improvement. Building inspections must be made one working day in advance.

During busy construction months, you may have to schedule several days in advance. After the project has received a final inspection, the building permit will be kept on file with the City of Gilroy as proof of the completed work.