



Construction Permit Tips for Small Business

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

EXPANDING OR RELOCATING YOUR BUSINESS?

Give Us A Call First!

IS YOUR BUSINESS GROWING OR MOVING TO A NEW LOCATION IN THE CITY OF HEMET?

Congratulations! We're happy that your company is helping to boost our economy and provide jobs for the citizens of Hemet.

But, as you expand, there are a few questions you may want to ask the City or other agencies. For example:

- ✓ If I expand my business, are there any new planning permit or zoning requirements?
- ✓ Will I have to add more parking?
- ✓ Do I need a building permit for my remodel?
- ✓ Are there any low-interest loans or other assistance available?
- ✓ Will the fire code require more exits, sprinklers or safety equipment?
- ✓ What about disabled access?
- ✓ How much will the Development Impact Fees be?

The City of Hemet wants your business to succeed -- it benefits all of us.

So, before you expand, talk to a contractor, engineer, architect or other design professional, along with City staff members ... they're there to help you find out what's needed.

And, after you've learned about the requirements, you may need to hire an architect, engineer, contractor, consultant or other design professional to help you in drawing up plans or other necessary documents.

These requirements help your business be a safer, better neighbor, and preserve the beauty and character of Hemet.

WHAT ARE CONSTRUCTION PERMITS AND WHY DO I NEED ONE?

Permits are the way the City of Hemet regulates construction. This is designed to ensure that all construction in the City is safe. The safety of the occupants in a building is the primary reason for having construction codes. The City of Hemet has adopted several codes, among them the California Building, Mechanical and Plumbing, and National Electrical codes. In addition, there are federal, state and local laws that govern construction, such as those covering energy conservation and disabled access.

There are several different types of permits, based on the type of construction -- structural, plumbing, electrical and mechanical. In addition, the complete demolition and relocation of buildings also requires a permit.

The City has handouts to help you through this process. Once plans are approved, you're required to build the project to those plans. If any changes are made to the plans, they must be made with the City's approval.

The second half of the process is the inspection of the work. More about that later.

When do I need a construction permit?

A construction permit is needed for all new construction. In many cases, a permit is needed for repair or replacement of existing fixtures, such as replacing windows. A plumbing, electrical or mechanical permit is needed for any addition or changes to a building's existing system; for example, moving or adding an electrical outlet requires a permit.

To find out if your project needs a permit, call (951) 765-2475.

When don't I need a permit?

A construction permit is not needed for items such as wallpapering, painting or similar finish work; wood fences six feet high or lower; platforms, decks and walks 30 inches high or less over grade or not over basement; and in several other cases. However, development permits may be needed for zoning, development and environmental planning, or other requirements; be sure to check before building. For plumbing, mechanical and electrical work, replacement or repair of fixtures (such as changing water faucets or replacing switches) does not normally require a permit. Replacing a water heater or adding a permanently wired light fixture does, however, require a permit.

Remember, just because your project doesn't need a construction permit doesn't mean it may not need some other kind of City review. We suggest you call us at (951) 765-2475 any time you expand your business.

How long does it take to get a permit?

Permit issuance periods vary. Some projects can be fully permitted over-the-counter, meaning a return trip won't be needed. Some projects, however, require that plans be left for additional review. Refer to *Information Bulletin 102 & 105* for Plan Check Turn-Around Times.

Certificate of Occupancy:

A Certificate of Occupancy will be required to be obtained whether or not there is any construction done to the building. A Certificate of Occupancy packet can be obtained from the Building & Safety Department at 445 E. Florida Ave.

Who do I call for Typical Projects?

Building and Construction Permits

- Remodeling, additions, new or moved, electrical, mechanical and plumbing. www.cityofhemet.org under submittal requirements.

(951) 765-2475.

Land Use Regulation

- Parking requirements, landscaping, Conditional Use Permits:
(951) 765-2375.

Zoning Information and Requirements

- Is your expanded business allowed in the neighborhood?
(951) 765-2375

Signs Information and Requirements

- New or replacement signs: www.cityofhemet.org under submittal requirements for Building
(951) 765-2375.

Fire Code

- Fire Inspection:
(951) 765-2450.