



# Patio Enclosures

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

## Do I need a permit to build a patio enclosure?

Yes, a building permit is required to build a screen room or to enclose a patio cover. This handout contains information that will help you in submitting plans for plan check to the Building Department.

## What do I need to submit for plan check to the Building Department in order to get a permit?

You need to submit for plan check three (3) sets of legible plans on no smaller than 8 1/2" x 11" paper with the following items:

*Note: you will be required to pay a plan check fee at time of submittal.*

- A completed and signed Building application located at our building counter or on line at [www.cityofhemet.org](http://www.cityofhemet.org).
  - Your plans should include a Plot Plan of the existing structure and the proposed enclosure. On which you should:
    - ❑ Indicate the distance from the enclosure to all other structures on the property and to property lines.
    - Your plans should also include a Floor plan of the existing structure and the proposed enclosure. On which you should:
      - ❑ Identify each rooms use.
      - ❑ Specify the total square footage of each room.
      - ❑ Indicate size and type of each opening, doors and windows.
      - ❑ Indicate if they are fixed or openable windows.
      - ❑ Size and type of any vent terminations. Specify if they are for dryer, plumbing or mechanical exhaust. *Note: dryer vents are limited to 14 feet with two elbow joints.*
      - ❑ Show how vent terminations may be continued to new exterior location.
      - ❑ All habitable rooms shall have at least 10% of the floor area for natural lighting.
      - ❑ 5% of the floor area shall be openable for natural ventilation requirements.
      - ❑ Show connection between bottom and the foundation, how is it secured.
      - ❑ Any required footings shall be inspected prior to pouring for size, location, and type of reinforcement.
      - ❑ Post connections at bottom and top.

- ❑ Intermediate members shall have the capacity of framing member above. Provide detail of path of load transfer.
- ❑ Show how framing is secured at top. Is it nailed or screwed. Indicate size and spacing of fasteners.
- ❑ Specify material proposed, wood, metal, etc.
- ❑ Show roof pitch
- ❑ Indicate weather resistance
- ❑ Show rafter size, spacing, and span.
- ❑ Attachment to existing structure, if applicable. Provide positive connection.
- ❑ Specify type of finish material at interior and exterior.
- ❑ Indicate size and type of openings proposed. At least 2/3 of the longest wall shall have openings. Indicate if screened or glazing. *Note: because of the location of some glazing, it may have to be safety glazed.*
- ❑ Show all electrical proposed. Note: a patio enclosure is considered an exterior location, therefore all nondedicated electrical receptacles shall be on a GFI circuit. Electrical fixtures shall be listed for location.
  - Additional items may be requested, because not all enclosures are the same.
  - Patio enclosures shall be used only for recreational or outdoor living purposes and shall not be used as carports or storage rooms nor shall they be constructed or converted for use as a habitable room or cabana.
  - The Planning Department will require that the exterior be consistent with the original house.

## What's next?

After your plan check has gone through the process and has been approved by all divisions, it will be given to one of our Building Technicians to figure your permit fees. You will be contacted when your permit is available to pick up.



# City of Hemet

Building & Safety Division

## PATIO ENCLOSURE PLAN REVIEW

Plan Check No.: \_\_\_\_\_ Plan Check Expiration Date: \_\_\_\_\_

Job Address: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Use Zone: \_\_\_\_\_ Fire Zone: \_\_\_\_\_

Occ. Group: \_\_\_\_\_ Initial Valuation \$ \_\_\_\_\_ Type of Construction: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

2<sup>nd</sup> Review by: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Fire Sprinkler Information:

Building sprinklers throughout?  YES  NO

Sprinklers used in lieu of one-hour construction?  YES  NO

Sprinklers used for an area increase?  YES  NO

Your application for a permit, together with plans and specifications, has been examined and you are advised that the issuance of a permit is withheld for the reason hereinafter set forth. The approval of plans and specification does not permit the violation of any section of the Building Code, or other local ordinance or state law.

Note: Numbers in a parenthesis refer to Code Sections of the 2007 Edition of the California Building Code, Table (T), Plumbing Code (P.C.), Mechanical Code (M.C.) Or Fire code (F.C.) Asterisk (\*) refers to local amendments.

Please follow the instruction below for resubmittal requirements.

### Instructions:

- Corrections with checked item numbers apply to this plan check.
- In the right-hand margin of the checked corrections, please indicate the sheet number and detail or note number on the plans where the corrections are made. Resubmit marked original plans and three corrected sets of plans, two sets of calculations and this plan review list to the Building Department.
- Incomplete or unreadable drawings or calculations will not be accepted.
- Incorporate all comments as marked on the checked set of plans and calculations and these corrections sheet.

# A Application and Permits

- Application will expire on \_\_\_\_\_. Obtain the building permit prior to expiration or file an extension with an additional fee of \$\_\_\_\_\_.
- Valuation is low. It should be \$\_\_\_\_\_. Correct the application and pay a supplemental plan check fee of \$\_\_\_\_\_.
- Complete the permit application form to show the legal description, building area, street address, owner, designer, occupancy group, type of construction, fire zone, \_\_\_\_\_.
- A separate application and permit(s) is/are required for:
  - Retaining walls
  - Block walls
  - Signs
  - Swimming pools
  - Fire sprinkler systems
  - Each separate structure
  - Electrical work
  - Mechanical work
  - Plumbing work
- A separate permit for demolition work is required.
- A Certificate of Worker's Compensation Insurance must be on file with Building and Safety before a permit can be issued.
- Comply with protection of adjoining property by giving a 30 day written notice (by certified mail) by attaching a letter to adjacent property owners, of intent to excavate where excavation is deeper than the foundation of adjoining building and located closer to property line than the depth of excavation.
- The permit application must be signed by the property owner, or licensed contractor, or authorized agent at the time the permit is to be issued:
- For owner-builder permits: Owner's signature must be verified by notarization or personal identification.
- For contractor building permits: Prior to the issuance of a building permit, the contractor shall have the following:
  - Certificate of Workers Compensation Insurance made out to the Contractors State License Board.
  - Notarized letter of authorization for agent of a contractor.
  - Copy of contractors state license or pocket ID.

# B Site Plan

- The address of the building and the name and address of the owner and designer are required on the first sheet of the plans.
- A complete plot plan showing lot dimensions, setbacks, street names, location of proposed and existing buildings, north arrow, and scale is required. Indicate the distance from the enclosure to all other structures on the property and to property lines.

# C Floor plan

- Identify each rooms use.
- Specify the total square footage of each room.
- Indicate size and type of each opening, doors and windows.
- Indicate if they are fixed or openable windows.

# D Mechanical plan

- Size and type of any vent terminations. Specify if they are for dryer, plumbing or mechanical exhaust. *Note: dryer vents are limited to 14 feet with two elbow joints.*
- Show how vent terminations may be continued to new exterior location.

# E Structural plan

- All habitable rooms shall have at least 10% of the floor area for natural lighting.
- 5% of the floor area shall be openable for natural ventilation requirements.
- Show connection between bottom and the foundation, how is it secured.
- Any required footings shall be inspected prior to pouring, indicate size, location, and type of reinforcement.
- Indicate post connections at bottom and top.
- Intermediate members shall have the capacity of framing member above. Provide detail of path of load transfer.
- Show how framing is secured at top. Is it nailed or screwed. Indicate size and spacing of fasteners.
- Specify material proposed, wood, metal, etc.
- Show roof pitch
- Indicate weather resistance
- Show rafter size, spacing, and span.
- Attachment to existing structure, if applicable. Provide positive connection.
- Specify type of finish material at interior and exterior.
- Indicate size and type of openings proposed. At least 2/3 of the longest wall shall have openings. Indicate if screened or glazing. *Note: because of the location of some glazing, it may have to be safety glazed.*
- Show all electrical proposed. *Note: a patio enclosure is considered an exterior location, therefore all nondedicated electrical receptacles shall be on a GFI circuit. Electrical fixtures shall be listed for location.*
- Plan is incomplete, additional corrections may be requested upon resubmittal.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_