



City of Union City – Economic and Community Development Department  
Building Division  
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## BUILDING PERMIT REQUIREMENTS

The purpose of a building permit is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings, stability, sanitation, adequate light and ventilation, energy conservation, and structures. Permits shall be obtained prior to the start of any construction or demolition.

Permits can be issued to a contractor licensed by the State of California, the property owner of record, or an agent for the property owner of record (*an "Authorization to Act as an Agent" form shall be submitted to the Building Division*).

Except as listed below, a building, plumbing, mechanical, and electrical permit is needed for most types of construction. **A building permit is not needed for the following construction activities:**

1. One-story detached accessory buildings used as toll and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet. **Note:** *Approval from the Planning Division may be required. See the Planning Division web site for more information.*
2. Fences not over 6 feet high. **Note:** *Approval from the Planning Division may be required. See the Planning Division web site for more information.*
3. Non-fixed and movable cases, counters, and partitions not over 5 feet 9 inches.
4. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding certain hazardous and/or flammable liquids.
5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
6. Platforms, walks, and driveways not more than 30 inches above grade and not over any basement or story below. **Note:** *Repair or replacement of public sidewalks or driveway curb cuts requires review and approval by the Public Works Department.*
7. Temporary motion picture, television, and theater stage sets and scenery.
8. Window awnings supported by an exterior wall of a single-family dwelling when projecting not more than 54 inches.
9. Prefabricated swimming pools accessory to a single-family dwelling that are less than 24" deep and provided the pool walls are entirely above the adjacent grade and if the capacity does not exceed 5,000 gallons.
10. Oil derricks.
11. Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.
12. Swings and other playground equipment accessory to detached one- and two-family dwellings.
13. Electrical repairs and maintenance limited to minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
14. Installation of portable gas heating appliances and replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
15. Installation of portable ventilation equipment, portable cooling unit, steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code.
16. Installation of a self-contained refrigeration system containing 10 pounds (5kg) or less of refrigerant and actuated by motors of 1 horsepower (746W) or less.

Permits are valid for 180 days from the date of issuance or the last inspection. A permit can be extended for an additional 180 days at the written request of the permit applicant.