



CITY OF MONTE SERENO

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WORK NOT REQUIRING A BUILDING PERMIT

BUILDING DIVISION REQUIREMENTS

Building permits shall be obtained from the City Building Department Division prior to erection, construction, reconstruction, installation, moving or alteration of any building or structure. However, the following projects do not require building permits. Exception from requiring a permit does not grant authorization for any work to be done in violation of the provisions of the building codes or other laws and ordinances. (2019 California Building Code section 105.2 and the Monte Sereno Municipal Code).

Building Projects

1. One-story detached accessory structures, such as storage sheds, provided the floor area is not greater than 120 square feet and do not have utilities connected.

Note: Approval from the Planning Department may be required depending on the location of the accessory structure.

2. Fences not over 7 feet high.

Note: Approval from the Planning Department may be required depending on the location of the fence.

3. 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; and when no other structure is attached to the retaining wall.
4. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons and the ratio of height to diameter or width is not greater than 2:1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an *accessible route*.

Note: Repair or replacement within the public right-of-way will require approval from the Engineering Department. Review and approval by the Planning Department may also be required.

6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools at a single-family house or duplex meeting the following criteria:
 - Installed on a single family or duplex property,

- Is less than 24 inches deep,
- Is entirely above ground, and
- Does not exceed 5,000 gallons.

Note: If the water level is over 18 inches in depth, a protective barrier is required. Please refer to the Swimming Pool and Spa Installation handout or contact the Building Department for more information.

Approval from the Planning Department may also be required.

8. Swings and other playground equipment accessory to single-family homes and duplexes.
9. Window awnings attached to single-family homes and duplexes, supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support.
10. Residential decks not exceeding 200 square feet in area, that are no more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the required exit door.

Note: Approval from the Planning Department may be required.