

For clarification or questions, call the Building Inspection Division at (925) 299-0263 or (925) 674-7200.

Permit applications may also be submitted to the main County office:

APPLICATION AND PERMIT CENTER  
Department of Conservation and Development  
Building Inspection Division  
30 Muir Rd.  
Martinez, CA 94553  
(925) 674-7200  
FAX (925) 674-7239

Hours: Monday-Thursday 7:30AM - 5:00PM  
Friday 7:30AM - 4:00PM

For more information go to:  
<http://www.cccounty.us/bi>

10/26/15

**HOW TO GET A BUILDING PERMIT  
FOR  
A NEW DWELLING  
in the cities of  
Lafayette, Moraga and Orinda**



**LAMORINDA BUILDING INSPECTION  
OFFICE**

**Department of Conservation and Development  
Building Inspection Division  
3685 Mt. Diablo Blvd., Suite 120  
Lafayette, CA 94549  
(925) 299-0263  
(925) 299-0134 FAX**

**Hours: Monday-Thursday 8:00AM - 5:00PM  
Friday 8:00AM - 4:00PM  
Closed 12:00 - 1:00 daily**

**WEBSITE:  
<http://www.cccounty.us/bi>**

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Prepare 3 sets of plans for Moraga and Orinda, and 4 for Lafayette. Plans should be drawn to 1/4" = 1'-0" scale on paper 18" x 24" min. and must be of sufficient clarity to indicate the nature and extent of the work. Building designs must meet current building codes (2013 CBC, CRC, CMC, CPC, & CEC) and Title 24 energy design requirements.

The drawings should include the following:

- A complete plot plan showing the entire lot, with all existing buildings and the distances from each building to other buildings and property lines. All property lines and corners must be set in relation to the project by a licensed surveyor.
- Note: The maximum allowed slope of a driveway is 20%. If you have questions, call Grading Inspection staff at (925) 674-7200.
- A foundation plan and details. Show foundation sizes, reinforcing steel and anchor bolts. A geotechnical/soils report prepared by a licensed civil/geotechnical engineer is required.
- A floor plan including room dimensions locations and sizes of windows and doors.
- The plans should show the locations of electrical receptacles, light fixtures, switches and plumbing fixtures. The locations and sizes of the main electrical service panel and furnace or

heating appliances should be shown.

- A roof plan.
- A framing plan of roof and floors showing size and spacing of all beams, floor joists, rafters, headers, bracing, floor and roof sheathing, roof covering, insulation and interior finish. Include a floor plan showing location of shear walls and tie downs.
- All elevations (views), cross section(s) and construction details of the building.

Provide 2 copies of Title 24 Energy Compliance forms and calculations.

Provide 2 copies of any engineering calculations and details.

Provide 2 copies of the soils/geotechnical report.

Plans must be stamped by the applicable city planning department prior to review by the Building Inspection Division:

Lafayette	3675 Mt. Diablo (925) 284-1976 #210
Moraga	350 Rheem Blvd.(925) 376-5200
Orinda	22 Orinda Way. (925) 253-4210

Plans must be stamped by the sanitary district serving the property:

Contra Costa Central Sanitary (925) 228-9500  
(All Central County)

C.C.C. Environmental Health (925) 646-5225  
(Any properties with septic systems)

A school district fee, based on square footage, is levied on new dwellings and is collected by the Building Inspection Division at the time of permit issuance.

A grading permit is required if moving 200 cubic yards of soil or more, cutting more than 5' below grade, or filling more than 3' at deepest point. You will need 4 sets of plans stamped by a licensed civil engineer, a soils report, an estimate of the cost of grading work, volume of earth to be moved and a completed grading permit application. In the Cities of Orinda and Moraga, a permit is required if moving 50 cubic yard of soil or more.

If you are a property owner undertaking a do-it-yourself project, you must provide proof of property ownership and complete an owner/builder verification form. If you have a general contractor, he or she may obtain the building permits.

Some permits for residential construction can be issued the same day provided that the proper agency approvals have been obtained, i.e., planning, health, school, etc. Large or complex projects may require review by our engineering staff. This review may take several weeks.

For an estimate of fees call (925) 299-0263 or (925) 674-7200. Please have the parcel number, square footage and estimated job valuation of the project when you call.