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

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

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

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

10/26/2015
HOW TO GET A BUILDING PERMIT FOR
A DWELLING ADDITION
in the cities of
Lafayette, Moraga and Orinda

Prepare 3 sets of plans for Moraga and Orinda, and
4 sets of plans 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 drawing should include the following:

• A complete plot plan showing the entire lot, with
all existing buildings and proposed additions, 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 the
foundation sizes, reinforcing steel and anchor
bolts. Some areas of the County may require a
soils engineer’s report.

• A floor plan of the existing house and the new
addition, including room dimensions, locations and
sizes of windows and doors.

• The plans should show the locations of new
electrical receptacles, light fixtures, switches, and
plumbing fixtures. The locations and sizes of
existing and/or new 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 soils report if applicable
or available.

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) 888-7050

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, except
Clayton)

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

A school district fee, based on square footage, is
levied on additions over 500 sq. ft. in area 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
completed grading permit application. In the cities
of Orinda and Moraga, a permit is required if
moving 50 cubic yards of soil or more.

If you are a homeowner 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.

Many 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, complex, new
residential projects may require review by our
engineering staff. This review may take several
weeks.