

ANAHEIM



BUILDING DIVISION

PATIO COVER

This Information Bulletin provides a general overview of the permit and inspection process for your convenience. Please keep in mind that these are general guidelines and that additional requirements may apply. If you have any specific questions regarding your project, please contact the Building Division at 714-765-5153.

Permit Issuance

To obtain a permit through the City of Anaheim, follow the steps outlined below, beginning at the Planning Department located on the 1st Floor of City Hall, 200 S. Anaheim Boulevard. A building permit may be obtained by the property owner, licensed contractor or an employee of either one with current worker's compensation insurance. Please note that the property owner of a single family residence may obtain a permit without requiring worker's compensation insurance. Upon arrival at the Planning Department lobby, please proceed to Counter 1 to obtain a ticket. Planning Department counter staff will call you up based on your arrival time.

Planning & Zoning Approval

- Provide two sets of an 18"x24" site plan to Planning & Zoning, indicating property lines, dimensions, location and size of proposed patio for approval. We recommend that you use our Standard Patio Cover Handout available at the Building Division counter and online at www.anaheim.net/building. It includes information regarding site plans, span tables, footing sizes, etc.

Building Plan Check Approval

- If you plan to construct your patio per our Standard Patio Cover Handout, you will receive an over the counter plan check review. If you plan to use a design by an engineer with unusual conditions that are not consistent with our Standard Patio Cover Handout, then you will need to submit two sets of plans for a Building Plan Check review. This review will be complete within five working days.

Permit Issuance

- In order to obtain a permit, please complete the Building Permit Application available at the Building Division counter and online at www.anaheim.net/building. **Note:** If you will be installing lighting with the construction of your patio cover, an electrical permit will also be required.
- There are additional state requirements for homeowners applying for permits. Please contact us at 714-765-5153 to learn about these requirements.

Helpful Tips –

- If you plan to hire a Contractor to do the work, we recommend that you contact the Contractor State License Board for valuable information at (800) 321-CSLB (2752) or www.cslb.ca.gov.
- As you design your project, we encourage you to think **green** and reduce your carbon footprint by utilizing renewable energy or planning energy efficient improvements.

- Accepted Forms of Payment: The Building Division counter accepts ATM cards, checks, and Visa and MasterCard for amounts up to \$2,000.
- For forms, fees and additional information on your home improvement project please go to www.anaheim.net/building.

Inspection Process

As you proceed with construction, you will need to request inspections at various phases of your project. Inspections are necessary to ensure that your project is constructed in conformance to the approved plans and specifications, building codes, zoning regulations, and other Federal, State, and City requirements. A Building Inspector will visit your project and confirm the proper use of materials and construction methods. To request an inspection, call the inspection request line at (714) 765-4626. The automated system will prompt you to key in your Building Permit number and code number for the type of inspection you are requesting. Instructions on using the inspection request line can be found on the job card. Inspection requests made before 5:00 p.m. will be scheduled for the following work day.

Footing Inspection

- Call for your first inspection when the footings are dug and the required hardware is onsite for inspection. The inspector will check the size and depth of the footings, and verify that the correct hardware is on the jobsite. (To request an inspection, please call the inspection request line*. The code for a footing inspection is 106-Footings)

Framing/Roof Sheathing Inspection

- Once footings have been approved and concrete poured, you may complete the framing. You may call for the second inspection once all of the framing is installed and the roof sheathing panels are properly nailed. The inspector will check for size and grade of the material being used and assure that all framing and hardware is nailed, bolted or screwed properly. The inspector will also check to make sure the required roofing materials are onsite. A safe ladder will need to be provided for this inspection. (To request an inspection, please call the inspection request line*. The codes for these inspections will be 104-Framing and 102-Roof Sheathing.) **Note:** *If you are installing a lattice patio cover, you will skip to final inspection once framing and lattice are complete.*

Final Inspection

- The final inspection is to be called once the roof material installation is completed. The inspector will verify that the roofing materials were installed properly and that all exposed wood is painted. A safe ladder will also need to be provided for this inspection. **Note:** Pursuant to state law, all work in excess of \$1,000 requires smoke detectors to be placed in all bedrooms and hallways connecting to bedrooms. The inspector will have to access the house for this inspection. The code for this inspection is 199-Final Building. When the permit is finalized, we recommend that you retain the signed inspection record job card for your records. (To request an inspection, please call the inspection request line*.)

Helpful Tips –

- Have your building permit number available when calling the inspection request line. The day before you are ready for inspection, call (714) 765-4626 and listen to the automated system for instructions.
- On the day of your inspection, between 7:30 a.m. and 8:00 a.m., you may call (714) 765-5153, press “0” and request to speak to your inspector in order to coordinate a timeframe for your inspection.

*** The inspection request line phone number is 714-765-4626. Inspection requests made before 5:00 p.m. will be scheduled for the following work day, in most cases.**