



City of Walnut Creek
Development Review Services
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Guidelines for Determining what Permit Type to Use

In many cases it is not clear what type of permit should be used for a given scope of work or a collection of different work. The purpose of this information bulletin is to provide guidelines that will help to provide consistent initialization of permit types.

Scope of Work	Permit Type
➤ Kitchen remodels wherein both upper and lower cabinets are completely removed and are replaced or reinstalled. This triggers electrical outlets to be brought up to current code for spacing, two circuits, and GFCI protection. Counter top replacements do not trigger a building permit.	BLD
➤ Remodels involving any door, window, or skylight alterations (relocated or new installations).	BLD
➤ Remodels involving any demo or construction of floor, walls, or ceiling systems.	BLD
➤ In kitchens, work only involving installation of new, replacement, or relocation of, kitchen appliances. Work may also include counter top replacement, which will trigger the need for GFCI outlets (not the required spacing or two circuits).	PEM
➤ Abandonment of a pool or spa. The standard pool or spa permit fees apply to these.	POOL
➤ Solar Installations. Use SOLAR as subtype in BLD- -. Add fee in Additional Fees. Solar fee cap is \$450 for Residential.	BLD
➤ Replacement of doors, windows or skylights with same style, or to a style that improves net openable area for light and ventilation and/or for emergency egress, and which does not modify the existing rough opening.	- -. BLD
➤ Work consisting of only the replacement of an air handler unit should be issued under a PEM and the entire Valuation should be placed in the “mechanical” fee item.	PEM