



Town of La Plata

Customer Assistance Guide #1

When do I need a Building Permit?

Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the applicable building codes, or to cause any such work to be done, shall first make application to the Town and obtain the required permit for the work.

A Permit *IS* required for:

1. Any new structure on a vacant lot or parcel of land
2. Any addition to an existing dwelling or building which alters the size, use or occupancy of a building.
3. Construction, alteration, or replacement of any exterior walls or adding windows or doors.
4. Replacement/alteration of interior walls, floors, including load bearing or non-load bearing.
5. Replacement of columns, beams, joists, rafters, roofs or any other load bearing component.
6. Enclosing existing structures, carports, porches and screened rooms for any purpose.
7. Construction of any raised deck, attached or detached, with or without a roof.
8. Repair and replacement of interior or exterior stairs, handrails and/or guardrails.
9. Adding, altering or deleting any electrical, plumbing, heating or air-conditioning systems.
10. Fire or storm damage repairs of any type or scope.
11. Roof replacement.
12. Installation of storage or utility sheds, all types, all materials, and all sizes.

A Permit is *NOT* required for:

1. Exterior painting (except in CB, CBT or CH zones).
2. Wall paper and other wall coverings (except Assembly, Day Care, and Institutional Occupancies).
3. Installing floor or wall tile, rugs or carpeting.
4. Replacing kitchen cabinets, with no wall changes, electrical or plumbing work.
5. Replacement of fascia and soffit (1 & 2 Family Dwellings only).
6. Non-structural siding placed over existing siding/sheathing(1 & 2 Family Dwellings only).
7. Patios or decks directly on grade without footings, or repair/replacement of existing decking boards.*
8. Driveway paving (only when a culvert or grading is not involved) or driveway sealing.
9. Small, incidental roof leak repair (requiring 1 standard box of roofing shingles or less).

PLEASE NOTE: Issuance of a Building Permit is NOT a license to exceed the Scope of Work listed on the Permit Application. Verify with the Town building official to confirm the need for a permit for proposed work in addition to what is listed above. Any change to the scope of work must be first approved by the Town building official, and the scope of work list on the permit must be corrected. Where required by law, all work performed under an approved building permit must be constructed in accordance with current building code and is subject to inspection by the Town inspector and other required agencies.

Certain work limitations and conditions apply to every permit issued. Applications to permit work within the Central Business (C-B), Central Business Transition (CBT), or the Commercial Highway (C-H) Districts must receive Design Review Board approval prior to issuance of a building permit. Work performed in violation of these limitations and conditions is illegal and will result in property owner being liable for corrections to the work. Work performed illegally may result in a citation and/or penalties to the property owner. Please read these limitations and conditions carefully.

*A permit is required if repair/replacement exceeds 50% of the existing boards or involves any structural members.