

Permit Over the Counter Criteria

Room Additions less than 400 square feet.

- Sprinkler System (required throughout the dwelling when addition equals 50% or more of the total square footage of the dwelling.
- Over 400 sq. ft. or adding fixture units (sinks, toilet, drains) requires sewer DVD

Remodels. 1000 square feet or less. (bathrooms, kitchens, etc.)

- May require sprinkler system throughout if 50% or more ceiling, walls or roof removed.
- Over 400 sq. ft. or adding fixtures requires sewer DVD.

Attached or Detached Garages, sheds, workrooms, patio covers, retaining walls, decks, cabanas, accessory structures.

- 800 sq. ft. or less
- Attached garage requires sprinkler system if equals 50% or more of the total square footage of house.
- Detached garage/structure may require sprinkler system as determined by Fire Code Official.
- Total of all accessory structure square footage cannot exceed 800 sq. ft.
- No bathroom or kitchen facilities in garages unless approved and a Planning permit has been issued.

Tenant Improvements – (TI)

- 1000 square feet or less.
- Plans must be stamped and signed by architect or engineer.
- Hazardous Materials & Air Pollution Control Questionnaire is required.
- B, E, F, M, or S Occupancies (unless size or occupancy requires 2 or more exits).
- No A, H or I Occupancy.
- Moving or adding more than 5 sprinklers will require separate permit.

Sprinkler Systems/Fire Review. TI & Residential

- Provided no Fire Alarm System involved.
- No new nonresidential systems.

Solar Photovoltaic Systems.

- Residential only.

Disqualifiers:

If any engineering involved. (structural, soils)

If Health Department approval required.

Change of Use or Occupancy.

No commercial additions.

Projects requiring an unreasonable hardship form, such as ADA compliance or otherwise.

To qualify for an exemption under the C-7 Policy (City of El Cajon Required Dedication & Improvements) it must meet the following;

1. Must be low or low/low density per the general plan.
2. Must be adjacent to residential or residential collector street.
3. Must be valued at under \$80,000 by the City Building Department.

If any of the following are answered 'yes', your project may not meet the Over the Counter Criteria.

1. Is your project outside a residential neighborhood?
2. Is your project on a busy street with a speed limit over 25 MPH?
3. Are you changing the flow of water by installing a retaining wall or otherwise re-directing runoff?
4. Are you selling or preparing food on site?
5. Is the established business dealing with hazardous materials (Petroleum products)?
6. Is your project located next to a channel or stream?

If you find that you may have a few areas that make your project not applicable for an over the counter permit, feel free to call Building & Fire Safety Division at 441-1726, Planning Division at 441-1742 or Private Development at 441-1792.

We may be able to work with you to address any of the issues represented by the questions we have asked, and we may be able to come up with a solution outside of the over the counter process.

Note: No rechecks on other than original over the counter submittals.

Over the counter appointment does not guarantee a same day permit.