



## FAQ

### WHAT NEEDS A SEPARATE BUILDING PERMIT?

Town of Atherton  
Building Department  
80 Fair Oaks Ln  
Atherton, California 94027  
Phone: (650) 752-0560

#### **Building Permits on Private Property:**

Each separate structure requires a separate Building and Planning application and a separate Building Permit, except miscellaneous landscape structures which may be included on a single application. Unless you do not specifically apply for a permit for a structure (anything more than six inches above grade) then that structure will not be reviewed, approved, or permitted.

- **Residence:** A separate building permit will be issued for garages attached by a breezeway. In addition the Planning Department requires a separate project number (IRB) for the plan review.
- **Detached accessory buildings:** (E.g. pool house, cabana, garages, guest house, etc.)
- **Swimming pools:** Swimming pools constructed within a structure also require a *separate* permit, in addition to the permit for the pool house structure.
- **Fences and gates along all streets or rights-of-way:** Good neighbor fences located between adjoining private properties do not require a building permit and are limited to 6 feet in total height.
- **Generators:** If the generator is enclosed by a structure the structure will require a separate building permit.
- Decks more than 6 inches above grade
- Sport Courts. including: tennis, bocce ball, basketball, batting cages, and putting greens
- \*Demolition permits: Require sets of plans, separate from the main building permit set of plans. Planning approval is required if you plan to leave an accessory structure and demolish a home.
- Miscellaneous landscape structures can be submitted under one permit. (E.g. outdoor kitchens, seat walls, fire pits, fountains, koi ponds. etc.)
- \***Landscape Screening:** Requires a permit application and set of plans, separate from the main set.
- \***Water Efficient Landscaping:** Planting and Irrigation over 500sqft.
- \***Grading and Drainage:** Requires sets of plans separate from the main set.
- \***Photovoltaic Systems on a Building:** Even when submitted with a structure, photovoltaic systems require a separate building permit application and permit.

\*Items with a single asterisk do not require a Planning Application.

**Can multiple permits be on the same set of plans?** It depends, Grading & Drainage, Landscape Screening and Demolition permits must be on separate plans from each other and all other permits. All other permits may be combined on one set of plans but if combined all permits will need to be issued and finalized at the same time.

**Do I need to include a geotechnical report, arborist report, tree protection plan, or C.O.P. plan with each submittal?** Yes. When submitted separately each set of plans and the building permit package must include all required elements.

**Are permits required for work in the Right-of-Way?** Yes. An Encroachment Permit from Atherton Public Works is required for all work in the right-of-way. This can include: Driveway approaches, landscaping, and any other work in the street or right-of-way, generally, from the gate to the street.

**Is a separate Tree Removal permit required?** Yes. If you are submitting plans for a building permit and the plans submitted show the removal of a heritage tree(s) such as the tree with (X), a heritage tree removal permit is required and must be approved and issued separately prior to the issuance of the building permit.