



**City of San Ramon**  
**Building and Safety Services**  
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# ANNUAL PERMIT PROGRAM

## General Information

The Annual Permit Program allows permit holders to perform minor renovations at a specific location during a one-year period with one permit rather than obtaining individual permits.

The program applies to an existing commercial building or single commercial tenant space.

All work must be performed by a licensed contractor registered in the State of California as meeting the requirements of their specific license class.

All construction shall meet current minimum code requirements.

If work is found to not meet the minimum code requirements, participation in the program may be revoked.

Work Allowed	Limitations
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### Architectural/Structural

<ul style="list-style-type: none"> <li>Partitions.</li> <li>Doors.</li> <li>Modular furniture.</li> <li>Partition Windows.</li> <li>TV Monitor Installation</li> </ul>	<ol style="list-style-type: none"> <li>1. Alterations cannot change the group, occupancy load or exit access patterns, or increase the fire hazard.</li> <li>2. Alterations cannot increase the allowable travel distance or create dead-end corridors.</li> <li>3. Modular furniture and partitions with a maximum height of 5'-9" (5 feet, 9 inches) must remain 18 inches below sprinkler heads.</li> <li>4. Altered elements cannot be part of a fire-rated assembly or smoke partition(s).</li> <li>5. Doors which are required to be self-closing cannot be altered.</li> <li>6. Work in buildings equipped with a smoke control system is limited to modular furniture.</li> <li>7. Fire-rated plenums or ceilings must be replaced within the same working day.</li> <li>8. Does not include changes in occupancy classification.</li> </ol>
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## Mechanical

Ductwork relocation/replacement/extension  
Diffusers relocation/replacement.  
VAV Replacement

1. Ductwork cannot penetrate or be installed in a fire-related assembly.
2. Changes cannot affect the smoke evacuation system or fire alarm duct mounted smoke detectors connected to the fire alarm system.

## Plumbing

Sink replacement.  
Toilet replacement.  
Urinal replacement.  
Gas water heater replacement.  
Drinking fountain replacement or relocation (width of exit access passageways, proper approaches and clear floor space must be maintained.)  
Vent, waste and water piping extensions; new connections are prohibited (Exception: minor connections; i.e. icemaker, coffee maker, refrigerator, etc).

1. Existing fixtures cannot be relocated (except drinking fountains).
2. New fixtures cannot be added.
3. New water heaters can be of the same size and wattage as those being replaced.

## Electrical

Branch circuits relocation/replacement/extension.  
Lighting fixtures relocation/replacement/removal.  
Receptacle outlets relocation/replacement/removal.  
Electric water heater (<58 kilowatts) replacement.  
Battery Storage Racks

1. Altered elements cannot be installed within or penetrate a fire-rated assembly.
2. Dedicated branch circuits cannot exceed 40 amps and 240 volts.
3. Lighting circuits cannot exceed 20 amps and 277 volts.
4. Altered elements cannot be part of the fire alarm system.
5. Branch circuits, lighting fixtures and circuits, and receptacle outlets cannot be installed in hazardous locations as defined by the National Electrical Code.
6. New water heaters can be of the same size and wattage as those being replaced.

## Accessibility Requirements

The building owner or tenant must verify compliance with accessibility provisions.

Altered area must comply with the accessibility requirements for new construction.

Alterations and new components to a space or area shall be fully accessible. The accessible route to the altered area must be upgraded up to a limitation of 20 percent of the cost of the alterations (this includes mechanical, electrical and plumbing).

Compliance with the California Building Code does not obviate the requirements of the Americans with Disabilities Act.

## Procedural Requirements

Building owners or tenants interested in participating in the Annual Permit Program must complete the following.

Fill out a Standardized Permit Application at the Permit Center, 2401 Crow Canyon Rd., San Ramon, CA. 94583.

Submit the completed Annual Permit Application and the payment to the Permit Application Center. The fee for an permit is prescribed by the fee schedule.

Permit work shall be inspected and all fees paid on or before February 1<sup>st</sup> after the end of the annual permit year.

Random inspections will be performed by the City of San Ramon; any work which does not meet the minimum requirements of the building code must be corrected and re-inspected within 10 days of inspection.

A re-inspection fee can be assessed for each additional inspection.

For more information, please contact the Permit Center at **(925) 973-2580**.