The City of St. Helena, in an effort to streamline the building permit process, has added a third “rapid permit” category to the “standard” and “over-the-counter” permit categories. Below are the definitions of the three categories.

**OVER-THE-COUNTER** permits are permits that do not require the submittal of plans and require no plan check. In most cases, “over-the-counter” permit applications determined to be complete will receive a permit at the time of submission. **Note:** Electrical service changes require a worksheet that can be found at: http://www.cityofsthelena.org/content/building, or you can request a worksheet at time of submittal.

**RAPID** permits are permits that require the submittal of plans and other documents but the complexity of the project is significantly less than that of the “standard” permit category. These plans and documents are reviewed for conformance with adopted codes and standards by Building, Planning, Public Works, and Fire Departments. Plan review for first comments or permit issuance is up to 14 working days. Subsequent plan review is also up to 14 working days.

**STANDARD** permits are permits that require the submittal of plans and other documents and are significant and/or complex in their nature. These plans and documents are reviewed for conformance with adopted codes and standards by Building, Planning, Public Works, Fire Departments, and outside agencies. Plan review for first comments is up to 28 working days. Subsequent plan review is also to up 28 working days.

**NOTE:** The complexity of your project and/or incomplete submittals may result in the project being re-categorized at the discretion of the Chief Building Official.

### OVER-THE-COUNTER PERMIT
- Re-roof - Commercial - Specific Application
- Re-roof - Residential - Specific Application
- HVAC replacement
- Water heater replacement
- Skylights
- Electrical service change (with worksheet)
- Temporary power pole
- Minor electrical, plumbing, and mechanical repairs (provide simple drawing)
- Sewerlines (provide simple drawing)
- Waterlines (provide simple drawing)

### RAPID PERMIT
All new structures require Planning Commission approval
- Temporary tents and canopies (plans required) - Specific Application
- Commercial & Residential solar PV (checklist)
- Kitchen and/or bath remodels (w/ worksheet)
- Carports (with prior Planning approval)
- Commercial and residential: garages, sheds (greater than 120 sf), sheds of any size housing equipment (i.e. pump or pool equipment), other accessory structures
- Signs (with prior Planning approval)
- Gates (may require Fire approval)
- Fences up to 6 feet solid with a maximum of 2 feet lattice within setbacks. (8 ft max)
- Retaining walls with or without engineering
- Decks (w/handout)
- Gazebos and trellises (with prior Planning approval)
- Patio covers (with prior Planning approval)
- Window/doors with structural modifications
- Reside/Exterior finish (like-for-like)
- Windows/Doors (like-for-like)
- Electric vehicle charging stations (with worksheet)

### STANDARD PERMIT
All new structures require Planning Commission approval
- New residential and commercial buildings and structures
- Residential and commercial additions
- Interior residential remodels
- Commercial tenant improvements
- All other projects that do not fall under other categories, or those designated by the Chief Building Official as standard.