

# Annual Permit Guidance Document

From the Uniform Construction Act:

"Alteration." Any construction or renovation to an existing structure other than repair or addition.

Annual permits cover alterations to already approved Mechanical, Electrical, Plumbing, & Gas installations. They do not include changes to structure, accessibility, egress, fire protection, etc.

## **Alterations may include only Level 1 for the purpose of Annual Permitting (From the IEBC):**

### **SECTION 303**

#### **ALTERATION.LEVEL 1**

**303.1 Scope.** Level 1 alterations include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

**303.2 Application.** Level 1 alterations shall comply with the provisions of Chapter 5.

### **SECTION 304**

#### **ALTERATION.LEVEL 2**

#### **Separate Permit is required for each job.**

**304.1 Scope.** Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

**304.2 Application.** Level 2 alterations shall comply with the provisions of Chapter 5 for Level 1 alterations as well as the provisions of Chapter 6.

### **SECTION 305**

#### **ALTERATION.LEVEL 3**

#### **Separate Permit is required for each job.**

**305.1 Scope.** Level 3 alterations apply where the work area exceeds 50 percent of the aggregate area of the building.

**305.2 Application.** Level 3 alterations shall comply with the provisions of Chapters 5 and 6 for Level 1 and 2 alterations, respectively, as well as the provisions of Chapter 7. All new work shall comply with materials and methods requirements in the ICC *Electrical Code, International Building Code, International Energy Conservation Code, International Mechanical Code, and International Plumbing Code*, as applicable, that specify material standards, detail of installation and connection, joints, penetrations, and continuity of any element, component, or system in the building.

**[FG] 503.3.1 International Fuel Gas Code.** The following sections of the *International Fuel Gas Code* shall constitute the fuel gas materials and methods requirements for Level 1 alterations:

1. All of Chapter 3, entitled "General Regulations", with the exception of Sections 303.7 and 306.

2. All of Chapter 4, entitled "Gas Piping Installations", with the exception of \*Sections 401.8 and 402.3. 2.1. [\*Sections 401.8 and 402.3 shall apply when the

*work being performed increases the load on the system such that the existing pipe does not meet the size required by Code].*

Existing systems that are modified shall not require resizing as long as the load on the system is not increased and the system length is not increased even if the altered system does not meet code minimums.

3. All of Chapter 5, entitled "Chimneys and Vents".

4. All of Chapter 6, entitled "Specific Appliances".

## **SECTION 504 FIRE PROTECTION**

**504.1 General.** Alterations shall be done in a manner that maintains the level of fire protection provided.