



CITY OF CLEARLAKE
14050 OLYMPIC DRIVE
CLEARLAKE, CA. 95422
707-994-8201
707-995-2653 – FAX

CONSTRUCTION OF DECKS AND AWNINGS

BUILDING PERMIT INFORMATION

If the proposed deck is under 30” (thirty inches) and uncovered a building permit may not be necessary, however, you are still required to submit plans for approval to verify setback areas.

STEPS FOR OBTAINING A BUILDING PERMIT

Please follow these procedures when applying for a building permit.

1. Contact the City of Clearlake offices for zoning and setback requirements for your property. The City can check the building file on your property for information which could help you prepare the plans.
2. Submit (2) two sets of plans and a building permit application to the Clearlake Planning and Building Department at City Hall. See “Required Plans” section of this sheet for information regarding plan requirements. The City will review your plans for compliance with zoning and setback requirements.
3. If Fire Impact fees are required to be collected, you will pay these fees at the Clearlake Fire Department located at 14815 Olympic Drive, Clearlake (707) 994-2170.
4. If a deck is proposed over a septic system and/or leach lines, you must first submit plans to Lake County Environmental Health Office located at 922 Bevins Court, Lakeport (707) 263-1164 for approval prior to submitting plans to the City of Clearlake Building Department.

REQUIRED PLANS

1. Plot plan (on minimum 11" x17" paper) showing: property boundaries, adjacent street(s) by name, location and dimensions of all proposed and existing structures, location of proposed and existing structures, location of propane tank (if one exist), location of septic system (if one exist), building setbacks from the property lines, and location of driveway and off-street parking area.
2. Construction plans for the deck or awning. If you have questions about what you need to show on the plans, please contact the Building Department.
3. If grading is proposed, a grading plan must be submitted to the City Engineer for approval prior to the beginning of the project.

INSPECTIONS

To schedule an inspection call the City of Clearlake Building Department at (707) 994-8201 dial "0" for the operator. Inspections require 24 (twenty-four) hour notice. The Building Inspector will perform a field check to verify that the construction complies with the City's zoning clearance.