



# Town of Moraga Building Permit Procedures

If the project is within the jurisdiction of an active [Homeowners Association \(HOA\)](#), the plans should have validation (either a stamp or a letter) that the project has been reviewed and approved by the Association prior to submittal of the plans to the Planning Department.

All building plans for commercial, office and multiple residential structures shall be submitted to the [Moraga-Orinda Fire District](#) for approval. Call to (925) 258-4525 to make an appointment to have your plans reviewed by the Fire Marshall; if the project is an ADR then the plans will be sent over to the MOFD for review.

Applications that may be submitted [directly to the Lamorinda Building Department](#) for a building permit include (can be issued by fax or mail):

- Re-roofing involving no expansion of the home
- Repair of termite damage / replacement of rotten wood on existing structures
- Interior remodeling involving no expansion of the living area within the home (not including installation of a 2nd kitchen or conversion of a garage to another use)
- Water heater replacements/ HVAC (heating and/or air conditioning unit replacements)
- Electrical Upgrades

Items required by the Town for the building permit application:

- Completed building permit application (form to be filled out at the Planning Office)
- 3 sets of plans drawn to scale (applicant to bring in)
- Planner will stamp the architectural plans: the site plan, the floor plans, the elevation plans and the roof plans

Plans for any additions to buildings that cover new ground must be reviewed by the [Central Sanitary District \(CCCSD\)](#). If CCCSD approval is required then the applicant will need to have their plans stamped before the plans are submitted to the Building Department. CCCSD is located at 5019 Imhoff Place near the intersection of Highway 4 and Interstate 680. Their number is (925) 228-9500.

After Town approval and CCCSD approval (if needed), then the plans may be taken to either the [Lamorinda Building Inspection Office](#) (in Lafayette) or the [Contra Costa County Building Department](#) (in Martinez) for building code plan check. The Building Department requires the following drawings and information:

- Structural drawings and calculations
- Title 24 (insulation) calculations
- Soils reports for foundation design or grading

A contractor applying for a permit must provide proof of workmen's compensation and liability insurance. If a property owner applies for a permit as "owner-builder then the owner assumes the responsibility for workers compensation and liability insurance for all workers on the job.

