



Application for Permit of Construction Commenced Without Permits and/or Inspections

Policy and Procedure No.: B-04-08

August 2004 (Rev November 2010)

Job Address:	Job Description:
Permit Application Number:	

This handout establishes a procedure for obtaining a permit(s) and any required inspections **after** any alterations are made to a residential or non-residential structure without permits and/or inspections. According to current code regulations (2010 California Building Code or 2010 California Residential Code), permits are required when buildings are constructed, altered or improved. The following guideline lists two Methods (A or B) which may be utilized in order to obtain a building permit and final City approval of the construction.

METHOD (A): CITY INSPECTION & APPROVAL

The property owner shall be responsible for completing the following steps (see footnotes below):

1. Remove the floor, wall and ceiling covering; roofing material; and all other building components necessary to make all building components of the added or altered building visible for an inspection.
2. Submit two (2) complete sets of plans prepared by a licensed professional(s)^{1,2} having no knowledge of the project during the time it was undertaken without permits and/or inspections. The plans should contain sufficient detail to show compliance with all current construction and land use regulations. Also, submit a completed building permit application form and plan check fee. The Building Official or the Board of Appeals may grant exception(s) to compliance with current construction standards. The Planning Commission may grant exceptions to compliance with land use regulations.
3. If subsequent revisions are required after the first plan submittal, correct and resubmit the plans in response to the plan check comments and questions from Planning, Building Inspection & Safety and Public Works.
4. After paying all the appropriate fees and receiving a construction permit, schedule all required inspections with Building Inspection & Safety.
5. Correct any construction deficiencies noted by the Building Inspector after each inspection phase.
6. Complete each phase of the construction after obtaining inspection approval from Building Inspection & Safety.
7. Schedule a final inspection; if any, pay any outstanding inspection fees; obtain written final construction and occupancy approval from the Building Inspector prior to occupying the work area.

Footnotes:

- 1 Plans shall be prepared by licensed professionals (i.e., architect or engineer). However, plans may be prepared by licensed contractors depending on the scope of the work and the contractor's State license category. For example, plans depicting electrical work may be prepared by a licensed electrical contractor; plans depicting mechanical work by a licensed mechanical contractor; plans depicting plumbing work by a licensed plumbing contractor.
2. Contractors or licensed designers who performed or are responsible for the work commenced without required permits shall not be eligible to prepare plans or certify the work. The Building Inspection & Safety staff will not approve work performed by any contractor with a record of working without required permits or inspections.

METHOD (B): JOINT CITY / CONSULTANT APPROVAL

The property owner and licensed professional(s)/contractors must sign this form, and acknowledge they have read and understand the following process⁵ (see footnotes below):

The licensed professional(s) / contractors shall be responsible for completing the following:

1. Inspect the premises.
2. Submit two (2) complete sets of plans prepared by a licensed professional(s)^{1,2} having no knowledge of the project during the time it was undertaken without permits and/or inspections. The plans should contain sufficient detail to show compliance with all current construction and land use regulations. Also submit a completed building permit application form and plan check fee. The Building Official or the Board of Appeals may grant exception(s) to compliance with current construction standards. The Planning Commission may grant exceptions to compliance with land use regulations.
3. If subsequent revisions are required after the first plan submittal, correct and resubmit the plans in response to the plan check comments and questions from Planning, Building Inspection & Safety and Public Works.
4. After receiving a construction permit, modify the premises^{2, 3} as necessary to conform to the approved plans and applicable construction regulations.
5. Inspect and confirm the building conforms to current construction regulations and the approved plans.
6. When inspecting, the licensed professional(s)/contractor(s)^{1,3} act as a contract inspector(s) and file written inspection reports of all inspections with Building Inspection & Safety. They shall maintain a record of all the costs attributed to the inspections, including any associated costs for the preparation of plans.
7. The licensed professional(s) shall certify that they prepared the plans, inspected the premises and the work done conforms to the approved plans and current construction regulations. A copy of the **paid** invoice and description of work performed by the city approved contracted licensed designer, professional or inspection services⁴ shall be submitted to the Building Inspection & Safety staff.
8. Schedule a final inspection; if any, pay any outstanding inspection fees; obtain written final construction and occupancy approval from the Building Inspector prior to occupying the work area⁵.

Footnotes:

1. Plans shall be prepared by licensed professionals (i.e., architect or engineer). However, plans may be prepared by licensed contractors depending on the scope of the work and the contractor's State license category. For example, plans depicting electrical work may be prepared by a licensed electrical contractor; plans depicting mechanical work by a licensed mechanical contractor; plans depicting plumbing work by a licensed plumbing contractor.
2. Contractors or licensed designers who performed or are responsible for the work commenced without required permits shall not be eligible to prepare plans or certify the work. The Building Inspection & Safety staff will not approve work performed by any contractor with a record of working without required permits or inspections.
3. Deficiencies found for each trade shall be corrected and inspected by that specific licensed professional(s)/contractor (i.e., electrical corrections must be done by the electrical contractor; structural corrections only by the general contractor; inspection of structural work must be performed by a licensed architect or engineer, etc.).
4. The **property owner** is responsible for all *design* and *inspections* for services provided by the licensed professional(s).
5. Certification of Construction Commenced Without Required Permits and/or Inspections.

Certification of Application for Permit for Construction Commenced Without Required Permits and/or Inspections

Job Address:	Job Description:
Permit Application Number:	Method Selected: (Circle One) <div style="text-align: right; font-size: 1.2em; margin-top: 5px;">A or B</div>

<i>Please Print Name Legibly</i>	<i>Signature Required</i>	<i>Date</i>	<i>CA License No.</i>
Property Owner:	Owner:		
General Contractor Firm/Name:	General Contractor:		
Licensed Contractor Firm/Name:	Licensed Contractor:		
Licensed Contractor Firm/Name:	Licensed Contractor:		
Licensed Contractor Firm/Name:	Licensed Contractor:		
Project Engineer or Architect:	Project Engineer or Architect:		