



Plan, Permit, and Inspection Procedures for Previously Unpermitted Construction

SHEET 1 OF 1

APPROVED

BUILDING OFFICIAL _____

DATE _____

BY

DATE

DRAWN

MC

2-13-2013

CHECKED

MW

2-14-2013

- NO BUILDING OR STRUCTURE SHALL BE ERECTED, CONSTRUCTED, ENLARGED, ALTERED, REPAIRED, MOVED, IMPROVED, CONVERTED, OR DEMOLISHED WITHOUT A PERMIT. CBC 105.1
- PLANS, DIAGRAMS, AND SPECIFICATIONS ARE REQUIRED TO BE SUBMITTED AS PART OF A PERMIT APPLICATION. CBC 106.1.
- PLANS SHALL BE DRAWN TO SCALE WITH SUFFICIENT CLARITY TO INDICATE THE LOCATION, NATURE, AND EXTENT OF THE WORK AND SHOW IN DETAIL HOW IT WILL CONFORM TO PROVISIONS OF THE CODE. CBC 106.1.1
- ALL CONSTRUCTION WORK FOR WHICH A PERMIT IS REQUIRED SHALL BE SUBJECT TO INSPECTION. IT SHALL BE THE DUTY OF THE APPLICANT TO CAUSE ALL WORK TO BE ACCESSIBLE AND EXPOSED FOR INSPECTION PURPOSES. CBC 109.1

THE FOLLOWING PROCEDURE SHALL BE FOLLOWED TO OBTAIN A PERMIT FOR CONSTRUCTION THAT WAS PREVIOUSLY BUILT WITHOUT A PERMIT AND INSPECTION.

1. PLANNING DEPARTMENT APPROVAL MUST BE OBTAINED. PROVIDE DIMENSIONED SITE PLAN FOR THEIR REVIEW.
2. PAY AN INVESTIGATION INSPECTION FEE TO THE BUILDING DIVISION.
3. CALL TO SCHEDULE AN INSPECTION. THE INSPECTOR WILL PROVIDE A WRITTEN REPORT NOTING OBVIOUS CODE VIOLATIONS AND A LIST OF FEATURES THAT MUST BE EXPOSED TO ALLOW FOR INSPECTION OF CONCEALED CONSTRUCTION. THIS REPORT IS VALID FOR 180 DAYS. IF PERMITS ARE NOT APPLIED FOR WITHIN 180 DAYS, ADDITIONAL FEES MAY BE REQUIRED.
4. EXPOSE ALL CONSTRUCTION FEATURES IDENTIFIED BY THE INSPECTOR. AREAS TO BE EXPOSED OR VERIFIED MAY INCLUDE:
 - THE SLAB THICKNESS, DRAINAGE AWAY FROM ALL FOUNDATIONS, SILL PLATES, ANCHOR BOLTING, FOUNDATION
 - SIZE, LOCATION AND SEPARATION ABOVE GRADE. THE INSPECTOR MAY REQUIRE VERIFICATION OF THE CONCRETE STRENGTH IF IT APPEARS INADEQUATE.
 - STUD SIZE AND SPACING, WALL BRACING, TOP PLATES, HEADERS AND POSTS, SIZE AND SPACING OF RAFTERS, CEILING JOISTS AND FLOOR JOISTS, GIRDERS, LEDGERS, BEAMS AND POST-BEAM CONNECTIONS. INSULATION AND OTHER ENERGY CONSERVATION MATERIALS AND DEVICES.
 - INTERIOR AND EXTERIOR COVERING AND WEATHER-PROOFING.
 - PLUMBING, MECHANICAL AND ELECTRICAL INSTALLATIONS MUST BE EXPOSED, INSPECTED OR TESTED.
5. CALL TO SCHEDULE A REINSPECTION. THE INSPECTOR WILL NOTE ANY ADDITIONAL ITEMS NOT OBVIOUSLY COMPLYING WITH THE CODE. IF EXPOSED AREAS SHOW SUBSTANTIAL CODE VIOLATIONS, THE INSPECTOR MAY REQUIRE ADDITIONAL AREAS TO BE EXPOSED.
6. SUBMIT DETAILED, SCALED, PLANS AND SPECIFICATIONS FOR PLAN CHECK. PLANS SHALL SHOW ALL AS-BUILT CONDITIONS, AND ITEMS NOT COMPLYING WITH THE CODES AS NOTED IN THE INSPECTOR'S REPORT. THE PLANS SHALL ALSO SHOW THE METHOD IN WHICH EACH ITEM WILL BE BROUGHT INTO COMPLIANCE WITH THE CODE AND ANY MODIFICATIONS TO BE MADE TO THE BUILDING OR STRUCTURE. IF SPECIAL CIRCUMSTANCES MAKE STRICT COMPLIANCE WITH THE CODES IMPRACTICAL, AND THE WORK MEETS THE INTENT AND PURPOSE OF THE CODE, THEN THE PERMITTEE MAY APPLY FOR A MODIFICATION ON A ITEM BY ITEM BASIS PURSUANT TO CBC 104.10. UPON APPROVAL OF THESE PLANS, PERMITS WILL BE ISSUED.
7. THE PERMIT HOLDER SHALL THEN MODIFY THE STRUCTURE ACCORDING TO THE CODE PROVISIONS AND THE APPROVED SET OF PLANS. EACH STEP OF THE CONSTRUCTIONS SHALL BE INSPECTED AND APPROVED BY THE CITY BUILDING INSPECTOR PRIOR TO COVERING.
8. IF THE PERMITTEE IS UNABLE OR UNWILLING TO EXPOSE A SUFFICIENT AMOUNT OF THE WORK, OR TO MAKE APPLICABLE MODIFICATIONS OR CORRECTIONS TO COMPLY WITH THE CODES, THEN THE PERMIT WILL NOT BE ISSUED OR FINALED. THE ILLEGAL CONSTRUCTION SHALL BE DEMOLISHED AND REMOVED WITHIN 120 DAYS. A PERMIT WILL BE REQUIRED FOR ANY PERMANENT ALTERATIONS, REPAIR, OR CHANGES TO THE EXISTING PERMITTED BUILDINGS THAT WILL REMAIN.