



Policy Memorandum – ADMIN 5

To: Building Division Staff
From: Samir Ghosn,
Deputy Community Development Director/Chief Building Official
Effective Date: **March 10, 2020** (*Original Effective Date: October 7, 1999*)
Regarding: **As-Built Permits**

When construction is done without a permit, including those of miscellaneous structures or accessory structures, an “As Built” permit will be issued meeting the code in effect at the time of legalizing the construction. The city inspector or code enforcement officer shall investigate the degree of safety on the site and issue a report detailing the extent of the unpermitted construction and any visible violations with the code requirement.

The applicant shall submit plans for legalizing the construction including structural plans and calculations, energy and CALGreen compliance package. The plans shall detail all previously approved construction and the proposed addition or remodel to be covered by the “As Built” permit. Where structural framing or foundations are not readily visible, a licensed professional engineer shall provide an evaluation of the structural system satisfying the code requirements. The inspector shall make determination of how many areas shall be exposed or opened to perform the necessary inspection(s).

A plan check engineer must coordinate the drawings with the inspector’s investigation report and meet with the inspector to ensure all existing construction requiring a permit is included in the drawings. All inspection requirements necessary to inspect the project must be detailed on the plans. The plan check engineer shall define the scope of the permit on the title sheet, (cover sheet), of plans and write, “**Work prior, without a permit, subject to verification by the building inspector.**”

Fees shall be charged in accordance with the code.