

Projects Without Building Permits

For many reasons, there are projects in the City that have not had the required permits or inspections. If you have received a correction notice for an ongoing or completed project such as a garage conversion or room addition, there are several steps, which are required to legalize this construction. All of the steps are required. You cannot skip a step.

Before you start the process, you should consider other alternatives. For example, if you have a garage conversion is it simpler to return it to a garage? If you have a fully enclosed patio, you may be able to conform to the requirements of an enclosed patio or just a patio cover.

Step 1. Plans are required for the construction. As a minimum, a plot plan, floor plan and related details are required. These drawings must be to scale. You may prepare them yourself or hire a draftsman. Normally, you will not need an engineer or architect. We have sample drawings you can follow if you need some guidance. We cannot draw or design for you.

Step 2. At least three sets of plans are required to be submitted for plan check. The Residential Building Office will review the plans and determine if you need a variance or they will approve the plans.

Step 3. If the plans are approved, building permits and related electrical, plumbing and mechanical are required. If you have purchased your property with the illegal construction existing, normal fees are required. **Step 4.** After you have secured your permits you need to schedule inspections for your project.

For existing construction only you shall expose the following:

- Depth and width of spread footings, and ***both*** required rows of rebar in one location.
- **Slab floors:** Open one location to determine slab reinforcing.
- **Wood floors:** Open one 4' x 4' section in the middle of the project for access and inspection.
- **Plumbing:** All underfloor or underslab piping or connection shall be exposed for inspection.
- **Framing:** *One* side of *each* wall shall be opened up from floor to ceiling for inspection.

- **Ceiling:** Open one 4' x 4' section in the ceiling center for inspection access.
- **Tests:** All normal water, waste and gas tests are required.

If you proceed as above, you may be able to secure a list of corrections in one or two inspections. Once you have completed those corrections and sign-offs, you can complete the project and request your final inspections.

Once these inspections are completed and signed off, you will receive a Certificate of Occupancy for your project. At that point, you have a legal structure, which no longer must be listed, in your disclosure statement.