



Introduction

This guide is designed to answer your questions about construction projects that have been constructed without a valid permit (known as as-built construction).

The Problem with As-Built Construction

When you build without a permit, plan review and inspections occur after the construction work has been performed. This may require the removal of all or portions of the construction. The owner of the as-built construction is responsible for making various components of the building accessible for inspection and we do not accept photos in lieu of visual inspections. This may often require removal of building finish coverings in some locations. Special testing and reports by a testing agency approved by the Department of Planning & Building may also be required. After the site inspection, the building inspector will indicate which of the inspection procedures described in this document may apply. Any items found that do not comply with current building codes must be corrected.

Cost of As-Built Construction

The cost to review and inspect an as-built structure is higher than for construction that obtained permits before work began. To recover the additional time and resources required, the following fees will apply:

- **Plan Check and Inspection Fees:** Applicants must pay the standard plan check and inspection fees plus a Non-Compliance Fee equal to those same fees. This results in a total cost approximately two times the regular fees.
- **Payment Requirements:** All fees must be paid in full at the time of permit application for as-built structures. Installment payments are not available.
- **Non-Compliance Fee Agreement:** The property owner must sign an agreement acknowledging responsibility for any additional costs beyond the initial fees collected.
- **Code Enforcement Cases:** If a code enforcement case has already been initiated due to the unpermitted work, all related violation fees must also be paid.

Intake Application Meeting May be Required

Depending upon the scope of work for the proposed project, an application intake meeting may be required to discuss the project with our staff. Please visit our website to make an appointment for submittal of as-built permit applications. **Electronic application submittals are not accepted for as-built construction.**

Recordation with the County Clerk

An agreement prepared by the county is required to be recorded with the County Clerk. This agreement outlines the as-built work that was done, and states that the use of the as-built

As-Built Construction Guide

improvements is conditioned upon compliance with all laws applicable to the property. The agreement must be signed by the property owner, notarized, and recorded prior to final inspection, and a subordination agreement must be signed, notarized, and recorded by your lender.

Procedure to Obtain a Construction Permit for As-Built Construction

The following documents must be submitted to the Planning & Building Department:

- Construction Permit Application Form (one for each structure, separate application for fire sprinklers)
- Zoning Clearance (obtain from the Planning front counter)
- Owner/Builder Notice to Property Owner
- Consent of Landowner Form
- Allocation Request Application (for all new residential units)
- Landscape Project Information Form
- Water and Sewer Will Serve letter from water purveyor or Intent to Serve
- For parcels within Stormwater Management Area – Complete pages 1-3 of the Stormwater Control Plan
- Vicinity Map (directions to property)
- Non-Compliance Fee Agreement

Required sets of plans:

Residential:

- THREE complete sets of construction plans,
- TWO copies of supporting documents when applicable (8-1/2" x 11")
- TWO additional copies of the site plan including vicinity map, and
- ONE additional copy of the dimensioned floor plan.

Commercial:

- FOUR complete sets of construction plans,
- TWO copies of supporting documents when applicable (8-1/2" x 11")
- TWO additional copies of the site plan including vicinity map,
- ONE additional copy of the dimensioned floor plan, and
- ONE County Fire Plan Application (for commercial projects in SLO County Fire areas).

Plans must be prepared by an architect or engineer registered in the State of California (unless waived by the Building Official). **You may be required to submit additional plans and documentation for your application to be complete.** Please see our Construction Permit Submittal Requirements (Form BLD-2001) for other issues that might need to be addressed, depending on the type of structure. **Electronic applications are not accepted for as-built construction.**

As-Built Construction Guide

What Happens Next?

After your application fees are paid and your plans are accepted for review, an inspector will visit the as-built structure(s) to perform a site check. The inspector will work with a Plans Examiner and a list of items that require correction will be prepared.

The following items are an example of what can typically be required for as-built projects. Your correction list will describe what must be completed for your project. The inspector may provide specific direction about how to complete each requirement.

Foundations and Footings:

- ▶ Expose the foundation at a minimum of three locations so that the footing depth and width can be determined. A minimum 2-foot by 2-foot inspection hole is required.
- ▶ Provide written verification from an approved testing agency that reinforcing steel was installed to approved plans. Ultrasonic test or R-meter scans are acceptable for this purpose.
- ▶ Expose the foundation anchors (bolts) at a minimum of three locations.

Wall Construction:

- ▶ Expose all lateral resisting (shear) hold downs as shown on the approved plans.
- ▶ Remove building finish/wall covering over shear paneling for fastener inspection. A minimum 2-foot by 2-foot section and at least one area per wall line must be exposed.
- ▶ Expose framing hardware and structural connectors.
- ▶ Provide under floor and attic access. Areas must have adequate crawl space and approved lighting.
- ▶ Provide a written verification by a California licensed engineer or architect that the building is structurally sound. Justifying calculations may be required.
- ▶ Expose required fire stops. Expose wall, ceiling, and floor insulation.

Metal Framing:

- ▶ All structural welding will require the approval of a licensed engineer or architect and must be inspected by a county-approved certified welding inspector.

Mechanical:

- ▶ Make components of the mechanical system (heating and air conditioning) visible for inspection. Remove access panels if necessary and provide manufacturers' installation instructions.
- ▶ Provide installation instructions for the fireplace.

As-Built Construction Guide

Electrical:

- ▶ Submit a single line drawing of the entire electrical system. Show load calculations per California Electrical Code article 220. All circuits must be identified at the main or sub-panel and at each switch or receptacle outlet.
- ▶ Remove cover plates from electrical outlets, switches, panels, etc. Expose ground electrode and water bond connections. Remove light fixtures. Expose concealed wiring.

Plumbing:

- ▶ Expose interior gas piping (if requested). Pressure test the entire gas piping system @ 3 psi for 10 minutes.
- ▶ Uncover exterior buried gas piping at each end and at 25 foot intervals, or as directed, and air test @ 10 psi.
- ▶ Septic Verification Form must be provided to the inspector for septic systems installed without permits.
- ▶ Expose drain waste and vent plumbing and air test the piping at 5 psi for 15 minutes. Video all drain lines not able to be exposed.
- ▶ Expose vent piping within walls.

While our goal is to complete required inspections with as little disruption to the building as possible, we strive to ensure, upon final approval, that the building meets all current code requirements.

Time Limits for Application Process

The application process is limited to 90 days from the date of application intake and fee payment, to the day the permit is issued. If the application is not issued after 90 days, it is expired and returned to Code Enforcement for action. Application extensions must be approved by the Building Official. Requests for application extensions must be made in writing to the Building Official.

Time Limits for Issued Permit

Once the application is completed and a permit is issued, the construction process is limited to **90 days**. If you do not finish the corrective work within 90 days from the date the permit is issued, the permit will expire and be returned to Code Enforcement for action. Permit extensions must be approved by the Building Official. Requests for permit extensions must be made in writing to the Building Official.

A Second Option

This guide describes how to legalize the construction that has occurred without a permit and explains the process required to permit what has been built.

As-Built Construction Guide

The second option is to obtain a permit to demolish the as-built construction, and either reconstruct with proper permits or do not pursue reconstruction at all. Sometimes this is the only option or is the economical alternative to the process explained above.