



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Building Inspection Division**  
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910  
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# Approval of Construction Commenced Without Permits and/or Inspections

Policy and Procedure No.: **B-08-08**

January 2011

Job Address	Job Description

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 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)<sup>1,2</sup> 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 pay all current construction and land use regulations. Also, submit a completed building application form and plan check fee(s). The Building Official may in his/her sole discretion, grant exception(s) to compliance with current construction standards.
3. If subsequent plan revisions are required after the first plan submittal, correct and resubmit the plans in response to the plan check comments and questions from Planning and Building Inspection Division.
4. After paying all appropriate fees and receiving a construction permit form the city, schedule all required inspections with Building Inspection Division.
5. Correct any construction deficiencies noted by the Building Inspection Division official after each inspection.
6. Complete each phase of the construction after obtaining inspection approval from Building Inspection Division.
7. Schedule a final inspection; if any pay an outstanding inspection fees; obtain written final construction and occupancy approval from the Building Inspector prior to occupying the work area at issue

### **Footnotes:**

1. Plans shall be prepared by licensed professionals only (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. The Building Inspection & Safety staff will not approve using any contractor with a record of working without required permits or inspections.

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## **METHOD B: JOINT CITY / CONSULTANT APPROVAL**

The property owner and licensed professional(s)/contractor(s) must sign this form, and acknowledge they have read and understand the following process<sup>5</sup> (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)<sup>1,2</sup> 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 application form and pay plan check fee(s). The Building Official may in his/her sole discretion, grant exception(s) to compliance with current construction standards.
3. If subsequent plan revisions are required after the first plan submittal, correct and resubmit the plans in response to the plan check comments and questions from Planning and Building Inspection Division.
4. After receiving a construction permit, modify the premises<sup>2, 3</sup> as necessary to conform with the approved plans and with 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)/contractors<sup>1,3</sup> act as a contract inspector(s) and file written inspection reports of all inspections with Building Inspection. 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. An invoice and description of work performed shall be submitted to the Building Inspection staff for the contract inspection services<sup>4</sup>.
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 area<sup>5</sup> at issue

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**Footnotes:**

1. Plans shall be prepared by licensed professionals only (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. The Building Inspection staff will not approve using any contractor with a record of working without required permits or inspection.
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 Construction Commenced Without Required Permits and/or Inspections

<b>Job Address</b>	<b>Job Description</b>

<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		