
POLICY NUMBER: 26-019**AS-BUILT PERMITS****PURPOSE:**

This policy establishes uniform procedures for processing and issuing permits to legalize construction that has been completed without prior building permit approval. It applies to all structures, including miscellaneous and accessory structures that were constructed without the required permits.

POLICY STATEMENT

All construction performed without a valid building permit shall be subject to an “As-Built” permit process. The purpose of the “As-Built” permit is to ensure that the unpermitted work complies with the minimum standards for life safety, structural integrity, and code compliance as required by the California Building Standards Code in effect at the time of permit application for legalization.

PROCEDURE***1. Investigation***

- A code enforcement officer shall perform an on-site investigation to:
- Evaluate the overall safety of the structure and site;
- Determine the extent and scope of unpermitted construction; and
- Identify visible code violations or unsafe conditions.

Following the investigation, the code officer shall issue a written report documenting findings and recommendations for compliance.

2. Plan Submittal

The property owner or applicant shall submit complete plans and documentation necessary to legalize the unpermitted construction. Submittal requirements include, but are not limited to:

- Architectural and structural plans, including calculations;
- Title 24 Energy Compliance documentation;
- CALGreen compliance documentation; and
- Identification of all existing and proposed work to be covered under the “As-Built” permit.

3. Plan Review and Coordination

The assigned plan check engineer shall coordinate the submitted plans with the code officer’s investigation report to ensure all unpermitted construction is properly documented and included in the scope of work.

A coordination meeting between the plan check engineer and the code officer may be conducted to review the findings and confirm that all inspection requirements are clearly addressed in the plans.

The plan check engineer shall identify the scope of the permit on the cover sheet with the following statement:

“Work performed prior to permit issuance, subject to verification by the building inspector.”

4. Fees

All applicable plan check, investigation, and inspection fees shall be assessed in accordance with the City’s adopted fee schedule and provisions of the California Building Code. Additional penalties may apply.

5. Inspections

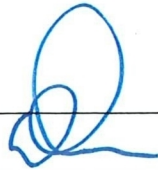
All required inspections must be completed to verify compliance with approved plans and applicable codes. The inspector may require the opening of walls, ceilings, or other concealed areas to confirm that unpermitted work meets minimum code standards.

Where structural framing, foundations, or concealed components are not visible, a licensed professional engineer shall provide a written evaluation verifying compliance with applicable structural requirements.

The building inspector will determine the extent of exploratory work necessary to perform required inspections, including any areas that must be exposed for verification.

REFERENCE DOCUMENTS

- California Building Code (CBC), Current Edition
- California Residential Code (CRC), Current Edition
- California Energy Code (Title 24, Part 6)
- City of Garden Grove Municipal Code
- City Fee Schedule

Approved: David Dent <i>Deputy Director/Chief Building Official</i>	Signature: 
	Date: 3/11/22