Development Services Department
Building Inspection Division
311 Vernon Street
Roseville, California 95678-2649

Work Started Without a Building Permit

Subject: Policy on work started without a Building Permit

Purpose: This policy describes the steps for obtaining approval of the City of Roseville for work that has started without the benefit of a Building Permit.

Policy: California Building Code, Section 109.4 states that:

109.4 Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees.

109.5 Related Fees. The payment of the fee for the construction, alteration, removal, or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

Procedure: In order to properly process and verify all requirements of the City of Roseville and the State of California the following must be adhered to.

1) The property owner or applicant must first bring in to the Permit Center a plot plan showing the location of the remodel/addition as it sits on the property. For a sample of the requirements needed on the plot plan you can go to the following web site page: http://www.roseville.ca.us/gov/development_services/building/plan_check/default.asp this plan must be submitted and approved at the City of Roseville Permit Center prior to any approval.

NOTE: Fees shall be collected in accordance with RMC Section 16.04.120 and are due at this time for a field investigation by the Building Division and plot plan review by the Planning Division. ***Failure to submit plot plan within 10 days of notice by city to do so, will result in a NOTICE & ORDER by Code Enforcement.***

2) Upon approval of the plot plan an inspection must be scheduled to determine the next step.

3) The inspector will determine if plans are needed at the time of the investigation inspection. Should plans be deemed necessary they may be required to be prepared, sealed and signed by a licensed architect or structural/civil engineer.

4) Plans must reflect all work done and all corrections and changes to bring the structure in compliance with the current California Building Codes. (Note: any corrections or changes deemed necessary by design, inspection or plan review in item # 6 must be made after permit issuance and be inspected as required by code.)

5) Property owner/applicant has 60 days from date of Investigation inspection to have plans prepared and submitted for a permit application and plan review. A plan review fee will be due and payable at time of submittal.

6) Property owner/applicant has 120 days from date of Investigation inspection to obtain approval and a building permit. A building permit fee will be due and payable at time of issuance. (Note: this time frame allows for normal turnaround times by the city and time for applicant response to any correction).

7) Property owner/applicant has 180 days from date of Investigation inspection to obtain final inspection and occupancy approval of the structure.

8) Should the building inspector, architect/engineer, designer or review of the plot plan determine that the structure must be demolished; property owner/applicant has 120 days from date of submittal of plot plan to have structure removed and property returned to its original state. An inspection will need to be scheduled at this time to close the case out.

Failure to comply with the above time frames will result in the matter being turned over to Code Enforcement for issuance of a Citation or a Compliance Order. **(Note: issuance of a compliance order carries with it administrative penalties of $25 to $500 per day with a maximum penalty of $50,000.)**