



## City of La Puente

11/2009

### Division of Building and Safety

## CONSTRUCTION OR WORK WITHOUT PERMITS

### INTRODUCTION

Work performed without approvals and/or permits is in violation of the Los Angeles County and California Building Code, as adopted by the City of La Puente which states in part that “no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a separate permit for each building or structure has first been obtained from the Building Official”.

The City is making a comprehensive effort to protect the health and safety in our community. We work with business owners, property owners, and residents to ensure compliance with all existing city, state and federal regulations.

The following guidelines should help you in obtaining the proper approvals and permits and resolve your non-compliant construction. Not all provisions listed will be required for every project and each submittal will be reviewed based on the scope of the violation and the area where the project is located.

Small projects, not requiring a planning review or Special Investigation, may be obtained over the counter depending on the scope of the project.

Please be aware that permits for “After the Fact” work are NOT normally issued over the counter. “After the Fact” permits may require a field visit or “Special Investigation” by Planning and/or Building and Safety prior to permit issuance.

“Special Investigation” is a separate permit and fee and allows the Building Inspector to evaluate the extent of the visible work performed without permits. The Special Investigation is not an “in lieu of” a proper plan and submittal. This Special Investigation process starts with the property owner obtaining a “Special Investigation” permit. Arrangements for this investigation are made with the assigned Building Inspector. After the Special Investigation and report, your next step will be to obtain a preliminary planning review. This review will ascertain whether the project can be approved and this review is required prior to submittal of construction plans and documentation to the Building Division for review, approvals and permits. Work that is unable to be approved will require restoration to its original condition. The restoration work will often require a separate building permit.

### PLANNING

Planning review begins with a set of plans which includes a site plan. The drawings are required to be drawn by a design professional, to the “New Submittal Requirements” handout specifications. The areas addressed during the review include, but are not limited to:

- Any required discretionary approvals.
- Any required site development permits.
- Any required variance.
- If a Use permit is required.
- If a Public hearing is required.
- HOA review.

After preliminary Planning approval, construction plans will be required to be submitted to the Building department for review and approval.

## **BUILDING**

Building Department review requires the following clearances or approvals before a permit can be issued:

- Planning Division
- Los Angeles County Fire Department
- City Engineering and/or Publics Works Division
- Southern California Edison (SCE) service work order

The following are required at the time of Building and Safety plan review:

- 3 complete sets of construction plans and documents.
- Soils report – 2 copies if required
- Structural Calculations – 2 copies if required
- Title 24 energy calculations – 2 copies if required

See the “Residential” or “Tenant Improvement” Submittal handout for complete plan review submittal requirements. Other handouts are also available covering some of the residential and commercial construction requirements. Normal plan check review is ten (10) working days. For buildings with fire sprinkler systems, an Los Angeles County Fire Department review will be required.

Once the Building Permit is issued, inspections for all trades are required. Work covered without inspection may need to be exposed in certain areas to verify minimum compliance with the applicable Building Codes. Additionally, some projects may require Third party inspection(s) and/or an evaluation performed by a licensed Architect or Engineer.

## **PUBLIC WORKS & ENGINEERING**

Review from the Public Works and Engineering Department will be required if work has encroached into the City right-of-way; or in general, if changes are made to the existing drainage and/or grade, including excavations. For more information on when a grading permit is required, please contact the Public Works and Engineering Department

## **“AS BUILT”**

Projects that were constructed without required permits and/or inspections, including renovations and/or additions required to be permitted or approved by planning are not approved and validated by the submittal of “As Built” plans as stated above.

NOTICE \*\*\* Minimum Fire/Life Safety and Code Compliance have requirements that cannot be mitigated by paying fines or fees.

Large residential projects and most commercial projects will require a Registered Professional Architect and/or Structural Engineer(s) observation(s), Third party inspection(s), and physically exposing portions of the structure:

## **PHOTO DOCUMENTATION**

Detailed Photo documentation of the construction progress provided by the Contractor/Owner Builder “May be” considered and/or used by the Building Department for construction inspection and code verification.

## **YEAR OF CODE DETERMINATION**

Detailed documentation by assessor’s records and or other means such as sales documents, deed, record of survey and photos may be considered for verification of the year a project was built. This may have a determination of which code will be applied when permitting and inspecting existing construction.