



**City of Grass Valley Building Department**

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**Nevada County Building Department**

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***"Partnering to Improve Consistency & Customer Service"***

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## **Inspection Procedures for AS-BUILT Structures**

This department has received an increasing number of building permit applications for structures which have already been constructed. The permits issued for such structures are based upon approved as-built plans. The Inspector/Plans Examiner signing off as-built plans is being asked to verify that the structure has been constructed in accordance with the approved plans. However, the Inspector has not been able to observe the structure during the various stages of construction. The procedures to be followed when inspection of such structures is performed are described below.

### **Responsibilities of the Inspector/Plans Examiner**

1. Verify that the foundation is constructed correctly, including:
  - Size of foundation
  - Depth below finished grade
  - Amount and placement of reinforcing steel
  - Other factors when specified in the approved plans
2. Verify the attachment of the structure to the foundation, including:
  - Anchor bolts
  - Hold-downs
  - Other anchoring devices or systems as specified in the approved plans
3. Verify the structural integrity of the structure, including:
  - Cripple walls
  - Shear wall construction and nailing
  - Connections of structural elements
  - Other structural elements as specified in the approved plans
4. Verify that the electrical system is installed according to the approved plans and the California Building Standard Codes.
5. Verify that the plumbing systems are installed according to the approved plans and the California Building Standard Codes.
6. Verify that the mechanical systems are installed according to the approved plans and the California Building Standard Codes.
7. Verify that the California Energy Efficiency Standards have been followed according to the approved plans and the California Building Standard Codes.

8. Verify that the California Accessibility Standards have been followed according to the approved plans and the California Building Standard Codes. (if applicable)

### **Responsibilities of the Permit Holder**

NOTE: As-built structures pose many unique, site-specific inspection problems. The Inspector/ Plans Examiner may permit modifications to the requirements listed below, or may require additional testing and verification as necessary. At first inspection, the Building Inspector will indicate which of the items below must be done.

1. Expose a portion of the foundation so that the size and depth can be determined.
2. Provide written verification from a testing agency qualified to perform such analysis that the reinforcing steel has been installed according to the approved plans. Ultrasonic, non-destructive testing is typically used for this testing.
3. Make the means of attachment of the structure to the foundation accessible for inspection when the means of attachment are visible in a crawl space, an access opening must be within 20 feet of the means of attachment. In slab construction, the wall coverings must be removed to show the means of attachment.
4. Provide written verification by an engineer licensed by the State of California that the building is structurally sound.
5. Make the components of the electrical system visible by removing cover plates from Receptacles, fixtures, subpanels, and services and pulling receptacles and switches out of the boxes and as otherwise required by the Inspector.
6. Provide written verification by an electrical contractor licensed by the State of California that the electrical system meets the California Building Standard Codes.
7. Make the components of the plumbing system visible by removing cover plates, access panels and as otherwise required by the Inspector.
8. Provide written verification by a plumbing contractor licensed by the State of California that the plumbing system meets the California Building Standard Codes.
9. Make the components of the mechanical system visible by removing cover plates, access panels. Provide a gas pressure test on all new gas lines.
10. Provide written verification by a mechanical contractor licensed by the State of California.

## As-Built

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As-built construction is defined by the Building Department as construction of a structure or building without permits or the benefit of inspections.

It is our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards.

Through wisdom the Building Department is built, and by understanding it is established.



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# As-Built Permitting Process

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*Nevada County Community  
Development Agency*



*City of Grass Valley  
Community Development  
Department*

*Committed to working with you to bring  
your As-Built project into compliance.*



## Unpermitted Structures

When construction occurs without the benefit of building permits and inspections, the structure may not be in compliance with California building codes.

The purpose of building codes is to establish minimum requirements to safeguard public health, safety and general welfare.

The Nevada County Community Development Agency and City of Grass Valley Community Development Department offers the public an As-Built permitting process to potentially legalize the construction project.

## Steps to Compliance

The first step in the process is to identify all work on the property that was completed without permits and have plans drawn to document that work. In most cases due to the nature of As-Built work, the plans will need to be prepared and stamped by a California Licensed Architect or Engineer. Minor non-structural work may be drawn by an unlicensed person such as a draftsman.

Once plans are prepared, the owner or licensed contractor may apply for an As-Built building permit with the Building Department. The plans will be reviewed by staff who will either provide comments for additional direction or stamp the plans for approval.

After plan approval and the issuance of the building permit, inspections can occur on the project. Due to the nature of an As-Built project not having the benefit of a final inspection, many items such as foundation, framing, wiring, plumbing and mechanical work may not be fully visible to the Building Inspector and may need to be partially uncovered to determine compliance with the codes.

The Building Inspector will work closely with the owner or contractor to determine what areas of building finishes may need to be removed to effectively inspect the work that was done without permits. In many cases the architect or engineer for the project may be able to certify in writing the structural framing and foundation work as completed per the approved plans.

The goal of the inspection process is to insure the work is safe and meets the minimum code standards that apply to that particular structure.

## Our Goal

Our goal is to assure all structures in Nevada County and the City of Grass Valley are constructed in accordance with the appropriate codes, ensuring the public's health, safety and welfare.

Community Development staff in Building, Planning, Environmental Health, Fire and Public Works departments will work with you to answer questions and guide you through the permitting process.

