



CITY OF IMPERIAL

Planning and Building Department
420 South Imperial Avenue
Imperial, California 92251
Office (760)355-1152 Fax (760)355-4718
Website: <http://www.cityofimperial.org>

“Work Started Without a Building Permit”

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

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 shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

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

1. The property Owner or applicant must first bring in to the Building Department a plot plan showing the location of the remodel/addition as it sits on the property. For sample of the requirements needed on the plot plan you can go to the following web site page- <http://www.cityofimperial.org/dept.php?id=30>. This plan must be submitted and approved at the City of Imperial Permit Center prior to any approval.

NOTE: Fees of \$50.00 are due at this time for field and administrative investigation by the Building Department and plot plan review by the Planning Department. Failure to submit plot plan within 10 days of notice by the City to do so, will result in a **Notice & Order** by the Code Enforcement.

2. The Building Department will determine if plans are needed at the time of the investigation. Should plans be deemed necessary they must be prepared, sealed and wet signed by a licensed Architect or Structural/Civil Engineer.
3. Plans must reflect all work done and all corrections and changes to bring the structure in compliance with the current California Building Codes.
4. Property owner/applicant has 60 days from date of investigation inspection to have plans prepared and submitted for a permit application and plan review.
5. The property owner/applicant has 120 days from date of investigation to obtain approval and a building permit. **A building permit fee will be double the normal cost and will be due and payable at time of issuance.**
6. Property owner/applicant has 180 days from date of investigation inspection to obtain final inspection and occupancy approval of the structure.
7. Should the building inspector, architect/engineer 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 schedule at the 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.