



Permit, Plan Check, and Inspection Procedures for “After the Fact” (ATF) Construction

Site Address: _____ **Date:** _____

After the Fact (ATF) structures (construction done without permits and inspections) create difficult problems, because the plan review and inspection processes take place after the work is often covered or concealed. To legalize these structures, they must comply with the currently County-adopted codes and ordinances for zoning, fire, building, plumbing, mechanical, and electrical requirements.

While it is always the responsibility of property owners to construct the structure in compliance with codes, it is ultimately the duty of the plan checkers and building inspectors to approve such work. Our duty lies in enforcing the current code requirements to protect the general public’s welfare and to protect current and future owners and/or occupants of the property.

Responsibilities of the Permit Applicant:

Owner shall submit all the required documents, such as, As-built drawings, structural calculations, energy calculations, zone clearance, soil report, Fire Department approval, and Grading Department clearance to show compliance with codes and ordinances in effect today. These plans and documents are reviewed as if it is **new construction** and not existing. The Building and Safety handouts B-1 and B-2 will facilitate an understanding as to what extent these documents are required. Building and Safety fees will be evaluated by the counter staff per Building and Safety fee schedules.

Plan Review Procedure:

Plan Review staff will review the plans and documents as if it is new proposed construction. Plans must be 100% complete as required in Building and Safety’s handouts B-1 & B-2.

Inspection Procedures:

A County of Ventura inspector will determine inspection requirements at the first inspection after the permit has been issued. An inspection is required to be requested and scheduled as soon as the permit is issued. Instructions on scheduling the inspection will be provided on the “Inspection Record” at time of permit issuance.

The following features **may** be required to be exposed for verification of installation and design per minimum code standards. Pictures of work completed will NOT be accepted in lieu of the procedure described below.

- 1) Expose the foundation as directed by the building inspector at a minimum of three locations so that the footing depth and width can be determined. A minimum 2 ft. by 2 ft. inspection hole is required.
- 2) Drill a minimum of two holes, 3/4” diameter, through slab to verify thickness of slab and material below slab.
- 3) Provide written verification from an approved testing agency that the reinforcing steel has been installed according to the approved plans. Ultrasonic test or R-meter scans are acceptable for this purpose.



- 4) Expose the foundation anchor bolts at a minimum of three locations as directed by the building inspector.
- 5) Expose all lateral resisting (shear) hold downs as shown on the approved plans.
- 6) Remove building finish/wall covering over shear paneling for fastener inspection. A minimum 2-foot by 2-foot section and not less than one area per wall line will need to be exposed.
- 7) Expose framing hardware and structural connectors as directed by the building inspector.
- 8) Provide under floor and attic access. Areas must have adequate access, ventilation, and clearances.
- 9) All structural welding will require the approval of a licensed engineer or architect and must be inspected by an ICC (International Code Council) certified, welding inspector.
- 10) Remove cover plates from electrical outlets, switches, panels, etc. Expose ground electrode and water bond connections. Remove light fixtures as directed. Expose concealed wiring as directed by the inspector.
- 11) Interior gas piping must be exposed where requested and the entire gas piping system must be pressure tested @ 10 psi for 15 minutes.
- 12) Exterior buried gas piping must be uncovered at each end and at 25-foot intervals, or as directed by the inspector, and air tested @ 10 psi for 15 minutes. Propane and medium pressure gas piping is required to be tested at 60 psi for 30 minutes. Non-metallic gas piping is required to be tested at 60 psi for 30 minutes.
- 13) Any new sewer drain line or sewage disposal systems shall be exposed for inspection.
- 14) Expose drain/waste connection to existing drainage system. If piping is under the concrete slab, then the slab may be expected to be cut and under slab excavated to the point of connection.
- 15) Drain waste and vent plumbing shall be exposed as directed by the inspector and the piping shall be air tested at 5 psi for 15 minutes.
- 16) Make components of the mechanical system (heating and air conditioning) visible for inspection. Remove access panels if necessary and provide manufacturers' installation instructions. Expose vent piping within walls.
- 17) Provide installation instructions for the fireplace. Expose required fire stops and clearance from combustible material.
- 18) Expose wall, ceiling and floor insulation as directed by the inspector.
- 19) The plumbing, electrical, and mechanical systems will be required to be exposed and tested at areas indicated by the Building Inspector. Depending on the outcome of this initial inspection of these systems, additional areas may be required to be exposed. This would give the owner/contractor notice that the systems will need to be exposed and additional exposure may be required.

I understand and acknowledge all of the "After the Fact" requirements stated above.

Name of Applicant / Owner

Signature of Applicant / Owner