

## Unpermitted Structures Built Without a Permit

New       Amendment       Provisional      | Effective Date: July 25, 2025 | Sunset Date:

**Policy Statement:** This policy is intended to allow an option for unpermitted and uninspected work to be brought into compliance and conformance with the California building codes. It is based on a code interpretation and is subject to change based on the complexity of the project.

### Policy Details:

As-built work (projects built without permits or inspections) will require construction drawings to be reviewed and inspected. Depending on the scope of work, construction drawings and reports must be prepared by a design professional and/or licensed contractor. A design professional will certify the structural system is compliant with the current code at the time of plan submittal. Further, all trade designers must also ensure the mechanical, electrical and plumbing systems have also been checked and are compliant with the minimum code regulations. A permit may be issued once the plan submittal and review are complete.

### Policy Criteria:

#### I. Application and Construction Drawings

The following items will be required and must accompany any application for "as-built" drawings or after the construction is completed.

1. A Completed Permit Application for Construction.
2. Electronic plan submittal including a) Site plan drawn to scale; and b) Complete building floor plan(s), wall framing, roof framing, typical cross sections, elevations, details, and uses of rooms.
3. Plans shall be complete as if the as-built structure was undergoing the initial permitting process. All buildings shall meet the minimum current building code standards for life safety and structural design and meet the City of West Sacramento's design guidelines. Proof of date of construction must be provided.
4. A detailed report prepared and stamped by a design professional (licensed architect or engineer) on the investigation methods used to verify that ALL work completed on this structure without benefit of permits conforms to structural requirements in effect at the time of construction and current life safety codes.

The report **must** specifically address and identify how the following items were verified:

- The foundation, including concrete retaining walls 4-ft in height or higher supporting structures or retaining earth located within 5 feet of the structure.
- The entire lateral-resisting system of the structure.

- Floor framing.
- Wall framing.
- Roof framing and roof diaphragm.

If the investigation shows that there are deficiencies in the structure, the submitted plans shall clearly show where the deficiencies are and detail the necessary work to be done to bring the structure into compliance.

5. A detailed report from a licensed electrical contractor (C-10) [if applicable] on the investigation methods used to verify that all electrical work completed on this structure conforms to current electrical code and City of West Sacramento requirements. If the investigation shows that all the electrical work meets current minimum electrical code requirements, the contractor shall provide a signed statement stating that fact. If the investigation shows that there are deficiencies in the electrical work, the submitted plans shall clearly show where the deficiencies are and detail the necessary work to be done to bring the electrical work into compliance.
6. A detailed report from a licensed plumbing contractor (C-36) [if applicable] on the investigation methods used to verify that all plumbing work completed on this structure conforms to current plumbing code and City of West Sacramento requirements. If the investigation shows that all the plumbing work meets current minimum plumbing code requirements, the contractor shall provide a statement stating that fact. If the investigation shows that there are deficiencies in the plumbing work, the submitted plans shall clearly show where the deficiencies are and detail the necessary work to be done to bring the plumbing work into compliance.
7. An energy report prepared by a licensed energy designer [if applicable] demonstrating that the structure meets current energy efficiency codes as mandated by the State of California or a completed energy worksheet [conditioned/heated structure < 1 000 sq ft]. If modifications are required to bring the structure into compliance with the current energy efficiency codes, the submitted plans shall clearly show what needs to be done to bring the structure into compliance.
8. Fire sprinklers will be required unless specifically exempted by the current California Fire Code and/or City of West Sacramento Fire ordinance.
9. Wall, floor or ceiling coverings may be required to be removed for inspection to verify construction. If any coverings were removed during the verification process, the coverings may not be reinstalled until a final inspection by a City of West Sacramento Building Inspector has been performed.

## **II. Achieving Compliance**

Achieving compliance with the code requirements may require one or more of the following:

1. Reducing the size of the structure to comply with minimum setback requirements.
2. Adding insulation to underfloor, walls and ceilings.
3. Removing and reinstalling noncompliant electrical, plumbing and mechanical systems.
4. Preparation of structural engineering calculations for footings, framing members, shear walls, etc.
5. Installing reinforcement(s) to the existing structure, as required by the approved plans.
6. Removal of the structure.

**Policy Author:** Roxanna Recinos-Serna  
Chief Building Official

**Date Submitted:** July 21, 2025

**Date Revised:**

**Brief description of why this policy is needed:** To provide a compliant means for unpermitted construction and ensure life safety, structural and related trades meet the minimum regulations per the current codes.

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**Policy Approved:**



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Roxanna Recinos-Serna, Chief Building Official

July 25, 2025

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Date