

CODE COMPLIANCE PROCEDURE

LEGALIZING NON-PERMITTED CONSTRUCTION

A. *When is a Code Compliance permit and inspection required?*

When there are no authorized records available to verify that the scope of work in question has either been permitted or inspected. Authorized records can consist of:

- The owners properly signed off job card.
- The owner's copy of the building permit issued by the City.
- Copies of the Building Division's records or microfiche verifying that the proper permits were issued, and the required inspections were performed.

B. *Why is a Code Compliance permit and inspection necessary?*

The **2022** California Building Code, Sections 105, 110 and 111 and **2022** California Residential Code Section R105, R109 and R110, requires permits and proper inspections for any construction, enlargement, alteration, improvement, erection, demolition, or repair of any building or structure regulated by the code, and requires the issuance of a certificate of occupancy.

C. *Is there any type of work that does not require permits and inspection?*

Yes, but to avoid any misunderstanding or confusion, the Building Division recommends that you contact the Building Department to discuss your specific situation. The Building Department is located at 500 Castro Street on the first floor in City Hall and can be reached at (650) 903-6313. Business hours are Monday – Friday from 8:00 AM – 4:00 PM.

D. *What does the Code Compliance process cost?*

- \$340 (4 hours minimum) cost of the permit.

E. *How long does the process take?*

That depends on the scope of work being reviewed and legalized and how quickly you can secure the necessary outside inspections, plans, and letters. Once the required outside documentation has been submitted and approved, the Building Division will process your application in 15 working days.

F. *How does the process work?*

Once it has been verified that there are no inspection records available for the work in question, the code compliance process can be initiated by the applicant. The process consists of:

- Following the instructions in this handout.
- Securing the required outside inspections, plans and letters.
- Submitting the required documents with a completed permit application to the Building Division.
- Building division review, approval and permit issuance.
- Scheduling of inspection by applicant.
- Job card final; upon completing required field inspections the job card is signed off and the City's records are updated showing compliance.

**TYPE OF DOCUMENTATION REQUIRED IS BASED ON WHETHER YOUR PROJECT IS:
RESIDENTIAL OR COMMERCIAL CONSTRUCTION**

RESIDENTIAL CONSTRUCTION

A licensed contractor must investigate the work and provide the Building Division with the following (*the original contractor cannot handle this process*):

- 1) One electronic set of plans which detail the scope of work. These plans shall include the job address and the contractor's name, license number and address. Plan sets must be digitally signed by the party that prepared them. Plans will not be required for the following types of installations:
 - Water heaters
 - Furnaces
 - Plumbing fixture installations
 - Reroofing
 - Dishwashers/Disposals
 - Less than 5 electrical outlets
- 2) A contractor's letter of investigation certifying that the work is in compliance with the current codes being enforced by the City of Mountain View. ***This letter cannot be completed by the original contractor who did the work.*** The letter shall be on the contractor's letterhead and include the date of inspection, contractor's license number and contractor's signature (digital). The letter shall be directed to the City of Mountain View, Building Division. *The items listed above which do not require plans are only required to submit a letter of investigation.*
- 3) Energy forms (Title 24) and Cal Green and MVGB Residential compliance are required for additions of habitable space.
- 4) Approvals from other City Departments, if required. Building staff can direct you to the proper departments to have your questions answered regarding additional approvals.

Note: Residential construction involving significant structural changes may require verification by a licensed architect or engineer.

COMMERCIAL CONSTRUCTION

A licensed engineer or architect must investigate the work and provide the Building Division with the following:

- 1) One electronic set of plans covering the scope of work under investigation. Each set must include a site plan, title block with the building construction type, occupancy, address, and a complete floor plan with the area of work under investigation clouded.
- 2) Structural calculations, CalGreen and MVGB Commercial compliance and Energy forms (Title 24) when applicable. Plans and required calculations must be digitally signed by the engineer or architect responsible for their preparation.
- 3) A letter of investigation certifying that the work is in compliance with all the current codes being enforced by the City of Mountain View. This letter shall be on the architect's or engineer's letterhead and include the date of inspection and shall be stamped and digitally signed. The letter shall be directed to the City of Mountain View, Building Division.
- 4) Approvals from other City Departments, if required. Building staff can direct you to the proper departments to have your questions answered regarding additional approvals.

If you have any additional questions, please contact the Building Division at (650) 903-6313, Monday – Friday from 8:00 AM - 4:00 PM, or email at building@mountainview.gov