



# Acceptance of Building Work Completed without Permit

LAND MANAGEMENT DIVISION 3050 N DELTA HYW, EUGENEN OR 97408

## Introduction to the “As Built” Permit Process

Work completed without permit can vary in scale from the installation of a new water heater to the construction of an entire home. In instances where work that requires permit has been completed without the applicable local jurisdiction permits and inspection approvals, there are processes in place by which the owner may ultimately gain acceptance of the work “as built” from Lane County. This informational handout is intended to outline the processes by which an owner can obtain acceptance for work built without permit from the Building and Electrical Programs specifically. Other approvals that must be obtained after the fact regarding land use, zoning, septic, and other ordinances should be discussed directly with the programs that administer those regulations.

## Documentation Required for Acceptance of Work As Built:

The owner always has the option of demolishing or removing work completed without permit in order to achieve compliance with code requirements. In these instances, a demolition permit will be issued and the demolition work inspected to verify elimination of any unpermitted work. If this is not the desired option, a specific investigation plan will be developed with LMD staff based on information available for the unpermitted work. The degree of analysis necessary and specific investigation plan will vary based on the specific project circumstances, nature of work completed, and whether licensed individuals were engaged in the unpermitted work. Generally, verification that the critical components of a project meet code standards of construction is achieved through any/all of the means described below.

**Foundations:** Foundation approvals typically require an as-built form, sealed by an Oregon registered professional engineer and accompanied with a narrative prepared by the Engineer describing how he/she came to the conclusion that the foundation meets approved plan and applicable Specialty Code requirements. Compaction tests x-rays for reinforcement, and/or concrete strength tests performed and approved by a certified agency may be required.

**Mechanical:** Mechanical approvals typically require an as-built form, approved by a licensed Oregon mechanical contractor and accompanied with a narrative prepared by the contractor describing how he/she came to the conclusion that the mechanical work meets approved plan and applicable Specialty Code requirements. Concealed system components may need to be exposed for inspection by LMD staff and specific testing performed and approved by a certified agency may be required.

**Plumbing:** Plumbing approvals typically require an as-built form, approved by a licensed Oregon plumbing contractor and accompanied with a narrative prepared by the contractor describing how he/she came to the conclusion that the plumbing work meets approved plan and applicable Specialty Code requirements. Concealed system components may need to be exposed for inspection by LMD staff and specific testing performed and approved by a certified agency may be required.

**Electrical:** Electrical work approvals typically require an as-built form, approved by a licensed Oregon electrical contractor (holding certification as a signing supervisor) and accompanied with a narrative prepared by the contractor describing how he/she came to the conclusion that the electrical installation(s) meets approved plan and applicable Specialty Code requirements. Concealed system components may need to be exposed for inspection by LMD staff and specific testing performed and approved by a certified agency may be required.

**Framing and Wall Panel:** Framing and wall panel approvals require an as-built form, stamped by a licensed Oregon Structural Engineer and accompanied with a narrative prepared by the Engineer describing how he/she came to the conclusion that the framing and/or wall panels meets the approved plan and Oregon Specialty Code requirements. Wall coverings may have to be removed to expose structural components for inspection by LMD staff and specific testing performed and approved by a certified agency may be required.

**Insulation:** Insulation approvals require an as-built form signed by a licensed Oregon Insulation Contractor and accompanied with a narrative prepared by the Contractor describing how he/she came to the conclusion that the insulation meets the approved plan and Oregon Structural Code requirements. Wall coverings may have to be removed so that LMD staff can verify insulation ratings.

### **Narrative Content**

The narratives referenced above shall describe procedures used to obtain approvals, including any available documentation. Narratives must be reviewed and accepted by Lane County. Below are some examples of standard narrative content.

- Any available documentation that would support approval of required inspections (receipts, work orders, pictures, notarized letters, as-built forms prepared by licensed contractors or stamped by a licensed engineer).
- Investigative means used to verify required components and materials.
- Means by which shear-wall nailing patterns, hold-downs, strapping and/or framing members and connections were verified.
- Foundation compliance with approved plans and engineering is required. This can be done with the help of a licensed structural engineer through the use of compaction reports, concrete strength test, or core samples, etc.
- Enclosed plumbing fittings and materials require verification. Describe how this was accomplished.
- Means by which required insulation R-values were verified.

### **Final Inspection and Approval:**

Upon acceptance of as-built documentation, a building permit will be issued for the scope of work in question. A listing of remaining inspections to be performed by Lane County staff will be included in the permit paperwork. There can be several remaining inspections if the work is still in progress or just a single final inspection when all work has already been completed. If any of these inspections reveal deficiencies in work for which as-built documentation was provided, the as-built documentation may be denied and additional analysis and/or testing may be ordered.

### **Compliance and Investigation Fees**

Bringing about compliance for work completed without permit often requires action through the County's administrative enforcement procedure. In instances where a compliance action was initiated to prompt action on the part of the property owner, compliance fees will be applied to the cost of your permit. Further, in any instance of work completed without permit, an investigation fee will be applied in order to defray the cost of the additional investigative efforts the Division must devote to these types of permits.

### **Who to Contact**

If you observe unpermitted work in progress or become aware of work completed without a permit on your or someone else's property, please contact Lane County Land Management Division's Compliance Program at (541) 682-3724. The Compliance Program is your first contact for ensuring work is permitted before completion or for permitting work "as built" in unincorporated Lane County.

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