



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
BUILDING DEPARTMENT**

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**NEVADA COUNTY
BUILDING DEPARTMENT POLICY**

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| Subject: | Stop Work Order Policy | Policy #: | BD-BI-07-003 |
| Original Policy: | January 4, 2007 | Last Revised: | January 9, 2018 |

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1. Purpose:

The purpose of this policy is to provide clarification and ensure consistency with the process of issuing Stop Work Orders also known as “Red Tags” and Courtesy Notices also known as “Yellow Tags” for work constructed without benefit of permit.

2. Definitions:

Stop Work Order (Red Tag):

A written notice of violation served to persons engaging in construction without the benefit of a building permit for work which would require a permit per the California Building Standards Codes and/or County Ordinance.

Courtesy Notice (Yellow Tag):

A written notice served to owner/builders engaging in construction without the benefit of a building permit for work which would require a permit per the California Building Standards Codes and/or County Ordinance.

3. Procedures for Building Inspectors:

If a building inspector observes any work under construction without the benefit of building permits for which a building permit is required per the California Building Standards Codes and/or County Ordinance, they shall issue either a stop work order or courtesy notice. The inspector shall first make an effort to contact any person’s onsite. If the work is being completed by an owner/builder and is not an immediate hazard, a courtesy notice may be issued. If the work is being completed by a licensed contractor a stop work order may be issued.

The building inspector will complete the stop work notice in a professional manner and provide details of the violation(s). The order or notice shall be posted in a visible location adjacent to the

area of violation(s). The inspector shall take pictures of the violation(s) as well as a picture of the posted order or notice. The inspector shall tear off the lowest portion of the stop work order and return this to the office administrative staff. If a courtesy notice is issued the inspector shall provide a timeframe for corrective action written on the notice. If correction action is not met within the timeframe provided, the building inspector will return to the site and issue a stop work order.

4. Procedures for Administrative Staff:

The building inspector will submit the lower portion of the stop work order or a copy of the courtesy notice along with photographs to the department administrative staff. Once received the administrative staff will place a hold on the parcel in the Accela land-use software system including details of the violation. A courtesy letter will be sent to the owner on file stating the violation(s) that exist and directions for them to abate the violation(s). A copy of the letter will be placed in the stop work order and/or courtesy notice file along with a copy of the documents and project tracking log. A reminder will be noted on the administrative staff Microsoft Outlook calendar for a ten (10) day (or earlier if determined necessary by the Director of Building) follow up with the property owner(s) and/or contractor(s).

In ten (10) days the administrative staff will verify if a permit has been applied for. If a permit has not been issued or applied for, a notice of violation letter will be sent and a copy placed in the project file. A reminder will be noted in the calendar for a ten (10) day follow up.

In ten (10) days the administrative staff will verify if a permit has been applied for. If a permit has been applied for or issued, all the documents will be placed in the project permit file. If a permit has not been applied for or issued, a copy of the file will be forward to the Code Compliance Division for further enforcement action.

5. Procedures for Permit Technicians:

When a permit application is applied for to correct the violation the permit technician will notify the administrative staff of the application. They will charge the applicant two (2) times the required permit and plan review fee per County Ordinance. If the applicant is the owner and was issued a courtesy notice, the fees will not be doubled. If the contactor or owner is a repeat offender, the required fee will be charged at four times the plan review and permit fees at the discretion of the Director of Building. Fees shall be based on the most currently adopted departmental fee schedule.

6. Policy Interpretation:

The Director of Building and/or approved Building Department designee shall have the authority for the interpretation of this policy.

Approved: _____ Date: _____

Craig Griesbach
Director of Building