



AFTER-THE-FACT PERMIT PROCESS

OVERVIEW

The after-the-fact permitting process will bring your project into compliance with the California Building Codes.

The Community Development Agency is committed to helping you with this process. This packet can help walk you through the process step by step to help alleviate some of the confusion.

Please do not hesitate to contact the Agency with any questions or concerns you may have.

The [after-the-fact permitting](http://nevadacountyca.gov/1675/after-the-fact-permit-process) roadmap (nevadacountyca.gov/1675/after-the-fact-permit-process) **has additional information organized for your use.**

Please note: It is not Nevada County's intent to displace anyone from housing. However, many unpermitted dwelling units and structures include life-safety issues. Some of these safety issues may include unknown wall and roof construction, unknown electrical and plumbing work, lack of smoke alarms and carbon monoxide detectors, unsafe window sizes for fire access and escape, and lack of proper heating and cooling. Additionally, it is not the County's place to provide legal and insurance advice, but you should consider the insurance and liability risks that arise from human occupancy of a building without the most basic safety improvements for residential occupancy. The County's primary responsibility is to protect the public. Therefore, it is important to have the safety of your tenants in mind, too.



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Why get on the road to permitting?

Some homeowners don't think it's worth the time and money to go through the permit process. However, large risks come with owning a parcel with unpermitted structures or work. If something goes wrong, it could be costly. Please consider these costs and benefits.

▼ Risks of not permitting

Benefits of legalizing the work ▼

RISKS OF CODE ENFORCEMENT

RISK: The County may find out about the unpermitted work. A code case may be opened on the parcel and citations are costly and permit fees can be doubled. If the unpermitted work is a residence, the property owner may be forced to have the unit vacated, pay the tenant's relocation costs and/or reimburse them some portion of their rent.

BENEFIT: Legalizing the work will give the property owner peace of mind. Code-related penalties (doubling of permit fees, etc.) will not be assessed if the work is reported voluntarily before a Code Case is opened.

HIGHER PROPERTY VALUE

RISK: Buyers and lenders may be unsure how to evaluate a property with an unpermitted structure or work, which may diminish the appraised value.

BENEFIT: With proof of permits, the property will likely be appraised at its full value. Realtors will no longer have to deal with questions about the legality of the structures and prospective buyers will know exactly what they are buying.

ASSURANCE OF INSURANCE COVERAGE

RISK: If the unpermitted structure is damaged due to fire, flood or storm damage, insurance companies may deny a claim for repair and replacement.

BENEFIT: With permits, property owners can be open and honest with their insurance agent, ensure that it is insured, and get the best insurance price.

BETTER SAFETY & EMERGENCY RESPONSE

RISK: Unpermitted structures rarely meet the safety requirements of the current building code. In addition, an unpermitted residence may be difficult for local fire and emergency services to find during an emergency.

BENEFIT: Permitted structures built to building and housing codes will meet the highest standard for fire and storm protection, no matter when they were built.

RISK OF TENANT ACTION

RISK: If the unpermitted structure is rented, the tenant may take legal action against the property owner for renting an unsafe, unpermitted structure or dwelling. An unpermitted ADU, for instance, may strengthen a tenant's hand in a dispute with a landlord or entitle a tenant to relocation benefits if the unit needs major repairs.

BENEFIT: With permitted structures, property owners don't have to worry about being sued for renting an unpermitted building. Also, the tenants will have easier access to local financial assistance if they need help with the rent. This, in turn, makes it more likely the property owner will be paid if the tenant falls behind on rent.



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ROAD TO PERMITTING

Step 1: Meet with CDA Department Staff

Community Development Agency lobby is open from 8:00 a.m.- 3:30 p.m. Monday-Friday and appointments are not necessary.

Step 2: Research Permit History

Understanding what structures have and have not been permitted is the first steps in after-the-fact permitting. In addition, you can complete a Public Records Request to get all CDA-related documents on file for your parcel. You can also use the MyNeighborhood Mapping system to find permit records.

Step 3: Establish the Date of Construction and Applicable Code Edition

The date of construction forms the basis for the review of your construction plans. Sources to determine the date of construction can be: Assessor's Office records, construction material receipts, aerial photography, appliance serial numbers and photographs.

Step 4: Estimate Construction Costs

The decision to move forward with after-the-fact permitting is largely driven by how much it will cost. Grading a fire-safe driveway or upgrading septic system tanks and leach lines can be costly. Permit and impact fees must also be considered.

Step 5: Develop Plans and Construction Documents

A complete set of construction plans includes many important parts.

Step 6: Apply for a Permit

You can apply for a permit online or in person at the CDA lobby. A complete set of construction documents is required to apply for a permit.

Step 7: Track the Application Process Online

One of the important aspects of the application process is that you are responsible for periodically checking on the status of your application.

Step 8: Plan Check

The first is a scan of the foundation to confirm that the required reinforcement is present. Next, certification that the building is structurally sound is required by a licensed engineer. **What to expect:** Letters from licensed electrical, plumbing and mechanical contractors certifying that the building meets minimum code standards may be required depending on the scope of work. In place of the letters, components of the building can be exposed for inspection purposes.

Step 9: Inspections

The inspection procedures are detailed in the Inspection Procedures for As-Built Structures handout.



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WORKSHEET

General: *Applicant to complete this section*

Owner's Name: _____

Situs Address: _____

APN: _____

What is the date of construction/conversion? _____

Have you submitted a Public Records Request? _____

Building description: _____

Building square footage:

Conditioned: _____

Unconditioned _____

Covered decks: _____

Uncovered decks: _____

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NEVADA COUNTY
CALIFORNIA

Building Department

buildingdept@nevadacountyca.gov 530-265-1222 ext 1

Building Department Representative's Name: _____

Date and time of meeting: _____

Does my parcel have any permitting history? _____

What is the applicable code edition for my project? _____

What is the building occupancy and use? _____

What is my ground snow load? _____

Do the wildland urban interface requirements apply? _____

Are fire sprinklers required? _____

Do I need a building permit? _____

If I need a building permit, what fees will I be required to pay? _____

What construction documents do I need for permit submittal purposes? _____

How long will it take to get my permit(s)? _____

What other information do I need to know about my project?



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Planning Department

planning@nevadacountyca.gov 530-265-1222 ext 2

Planner's Name: _____

Date and time of meeting: _____

Does my parcel have any permitting history? _____

Is the Parcel Legal and have access? _____

What's my zoning? _____

What does impervious surface mean? _____

Do I have any protected resources or no building areas on the property? _____

What are my setbacks? _____

What do I do if my structure is in the setback? _____

What are allowable uses and structures in my zoning district? _____

I am looking at building a residence or accessory dwelling unit. Do I need a permitted driveway? _____

Do I need a planning permit? _____

If I need a permit, what fees will I be required to pay? _____

How long will it take to get my permit(s)? _____

What other information do I need to know about my project?



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Environmental Health

Env.health@nevadacountyca.gov 530-265-1222 ext 3

EH Representative's Name: _____

Date and time of meeting: _____

Is my septic system permitted? _____

How many bedrooms is my septic capacity? _____

What year was my septic system installed? _____

Do I need an additional septic tank? _____

Is a septic modification permit required? _____

Is my well permitted? _____

What is the minimum well output required for my parcel? _____

Do I need a well yield report within the last year? _____

Do I need an Environmental Health permit? _____

If I need a permit, what fees will I be required to pay? _____

What documents do I need to submit for the permit? _____

How long will it take to get my permit? _____

What other information do I need to know about my project?



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Public Works

Public.works@nevadacountyca.gov 530-265-1222 ext 5

Public Works Representative's Name: _____

Date and time of meeting: _____

Is an encroachment permit required? _____

Is a sewer connection required? _____

What fees will I be required to pay? _____

How long will it take to get my permit? _____

What other information do I need to know about my project?

