



Building and Safety Division • Public Information

County of Ventura • Resource Management Agency • http://www.ventura.org/rma/build_safe
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Permit, Plan Check and Inspection Procedures for “After-the-Fact” (ATF) Construction

After-the-Fact (ATF) buildings and structures (construction done without permits and inspections) create difficulties in plan review and inspection because they take place after the work is covered or concealed. To legalize these buildings and structures, they are treated as “new” construction and must comply with the current County-adopted codes and ordinances for building, plumbing, mechanical, and electrical systems.

While it is always the responsibility of property owners to construct the structure in compliance with codes, it is ultimately the duty of the plan checkers and building inspectors to review such work. Our duty lies in enforcing code requirements in effect at the time of permit application to protect the general public welfare and to protect current and future owners and/or occupants of the property.

Responsibilities of the Permit Applicant:

Owner shall submit all required documents and clearances as reflected on the completed Permit Processing Checklist and Guide. If you do not have a completed guide, contact permit processing staff at the public counter. It is important to note that plans and documents are reviewed as **new construction** and not existing. Building and Safety handouts B-1 and B-2 will facilitate an understanding as to what is required on submitted plans. Building and Safety fees will be evaluated by the permit processing staff per Building and Safety fee schedules.

Plan Review Procedure:

Plan Review staff will review the plans, calculations and documents in accordance with the codes in effect at the time of application. Plans must be 100% complete as required in Building and Safety’s handouts B-1 & B-2.

Inspection Procedures:

A County of Ventura Building Inspector will determine inspection requirements at the first inspection after the permit has been issued. An inspection is required to be requested and scheduled as soon as the permit is issued. The applicant may ask counter staff to schedule an initial inspection when picking up the permit.

The following features **may** be required to be exposed for verification of installation and design per minimum code standards. Pictures of work completed will NOT be accepted in lieu of the procedure described below.

- 1) Expose the foundation as required by the Building Inspector at a minimum of three locations so that the footing depth and width can be verified. A minimum 2 ft. by 2 ft. inspection hole is required.
- 2) Drill a minimum of two holes, 3/4” diameter, through slab to verify thickness of slab and material below slab.
- 3) Provide written verification from an approved testing agency that the reinforcing steel has been installed according to the approved plans. Ultrasonic test or R-meter scans are acceptable for this purpose.

- 4) Expose the foundation anchor bolts at a minimum of three locations as required by the Building Inspector.
- 5) Expose all lateral resisting (shear) hold downs as shown on the approved plans.
- 6) Remove building finish/wall covering over shear paneling for fastener inspection. A minimum 2 foot by 2 foot section and not less than one area per wall line will need to be exposed.
- 7) Expose framing hardware and structural connectors as required by the Building Inspector.
- 8) Provide underfloor and attic access. Areas must have adequate access, ventilation, and clearances.
- 9) All structural welding requires the approval of a licensed engineer or architect and must be inspected by a certified welding inspector.
- 10) Remove cover plates from electrical outlets, switches, panels, etc. Expose ground electrode and water bond connections. Remove light fixtures and expose concealed wiring as required by the inspector.
- 11) Interior gas piping must be exposed where requested and the entire gas piping system must be pressure tested @ 10 psi for 15 minutes.
- 12) Exterior buried gas piping must be uncovered at each end and at 25 foot intervals, or as required by the inspector, and air tested @ 10 psi for 15 minutes. Propane and medium pressure gas piping is required to be tested at 60 psi for 30 minutes. Non-metallic gas piping is required to be tested at 60 psi for 30 minutes.
- 13) Any new sewer drain line or sewage disposal systems shall be exposed for inspection.
- 14) Expose drain/waste connection to existing drainage system. If piping is under the concrete slab then the slab may be expected to be cut and under slab excavated to the point of connection.
- 15) Drain waste and vent plumbing shall be exposed as required by the inspector and the piping shall be flow tested.
- 16) Make components of the mechanical system (heating and air conditioning) visible for inspection. Remove access panels if required and provide manufacturers' installation instructions. Expose vent piping within walls, as required by the inspector.
- 17) Provide installation instructions for the fireplace. Expose required fire stops and clearance from combustible material.
- 18) Expose wall, ceiling and floor insulation as required by the inspector.
- 19) The plumbing, electrical and mechanical systems will be required to be exposed and tested at areas indicated by the Building Inspector. Depending on the outcome of this initial inspection of these systems, additional areas may be required to be exposed.