



**City of Lathrop  
Building Department**

# AS-BUILT STRUCTURES

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The following policy outlines the responsibilities and procedure of the As-Built Process, which is intended for structures built:

- **WITHOUT A PERMIT**
- **NOT USED FOR INTENDED PURPOSE**

The Building Department has received an increasing number of Building Permit Applications for structures that have already been constructed without applicable permits or City approvals, as well as referrals from Code Compliance regarding Violations citing unpermitted structures. Any permits issued for these structures are subject to this policy and As-Built Plans must be submitted and approved by the City.

The Plans Examiner/Inspector signing off on As-Built Plans must verify that the structure has been constructed in accordance with the Approved Plans, however, the Inspector will obviously not be able to observe and inspect the As-Built structure. The Sections below outline the responsibilities of each party during the Permitting/Inspection Process for As-Built structures.

## Responsibilities of the PLANS EXAMINER / INSPECTOR:

1. Verify that the Foundation is constructed correctly, including:
  - Size of Foundation
  - Depth Below Finished Grade
  - Amount and Placement of Reinforcing Steel
  - Other Factors when specified in the Approved Plans
2. Verify the Attachment of the Structure, including:
  - Anchor Bolts
  - Hold Downs
  - Other Anchoring Devices or Systems as specified in the Approved Plans
3. Verify the Structural Integrity of the Structure, including:
  - Cripple Walls
  - Shear Wall Construction and Nailing
  - Other Structural Elements as specified in the Approved Plans
  - Lumber Species, Grade, Spacing and Fastening
  - Roof/Floor Sheeting and Fastening
4. Verify all Fire and Life Safety measures of the California Building Code are met, including:
  - Emergency Egress and Escape Components
  - Garage/Carport Separation and Penetrations
  - Guards and Handrails
  - Smoke and Carbon Monoxide Detectors
  - Verify Structure Location with Zoning and Fire Setbacks
5. Verify that these Systems are installed according to the Approved Plans and the presently Adopted Code:
  - Electrical Systems
  - Plumbing Systems
  - Mechanical Systems
6. Verify that the California Energy Efficiency Standards have been followed according to the Approved Plans and presently adopted Standards. (May require Mitigation)
7. Verify coordination with Local Fire Marshal and Fire Department for compliance with California Fire Code
8. Verify that the California Accessibility Standards have been followed.

## Responsibilities of the PERMIT HOLDER:

As-Built structures pose many unique, site-specific inspection issues. The Plans Examiner/Inspector may permit modifications to the requirements listed below or may require additional testing and verification as necessary.

### **At the First Inspection, the Inspector will indicate which of the items below must be completed:**

1. Expose a portion of the Foundation so the Size and Depth can be determined
2. Provide written verification from a Testing Agency qualified to perform such analysis that the Reinforcing Steel has been installed according to the Approved Plans
  - Ultrasonic, Non-Destructive Testing is typically used
3. Make the Means of Attachment from the Structure to the Foundation accessible for Inspection
4. Provide written verification by a CA State Licensed Engineer that the building is structurally sound
5. Make the components of the Electrical System visible by removing cover plates from receptacles, fixtures, subpanels and services, and pulling receptacles and switches out of boxes, and as otherwise required by the Inspector
6. Provide written verification by a CA State Licensed Electrical Contractor that the Electrical System meets present Code
7. Make the components of the Plumbing System visible by removing cover plates, access panels, and as otherwise required by the Inspector
8. Provide written verification by a CA State Licensed Plumbing Contractor that the Plumbing System meets present Code
9. Make the components of the Mechanical System visible by removing cover plates and access panels
  - Provide a Gas Pressure Test on all New Gas Lines
10. Provide written verification by a CA State Licensed Mechanical Contractor that the Mechanical System meets present Code
11. Sign and Return the attached Indemnification & Hold Harmless Agreement Form, after you have read and agree that the City of Lathrop may not be able to Inspect and Verify all areas for Code Compliance

**Note:** The Building Official may approve exceptions or equal/alternate substitutions for the requirements listed above