



Memorandum of Policy

Building Codes

From: Mike Metheny

Date: March 11, 2019

Revised:

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Subject: Legitimizing Unpermitted Construction

The applicant will need to apply for a Building Permit for the structure just as if it were a new building. Field inspectors will then determine the extent of work, if any, necessary to meet life safety and code requirements. The plans examiner will then review the plans and issue a permit in accordance with the permits section of the appropriate, currently adopted code. The applicant will then follow normal work and inspection procedures as required by the inspections section of the appropriate, currently adopted code.