



## UNPERMITTED WORK

Work regulated by the state building code done without permits and inspections is a violation of state law. The following outlines the procedure to remedy such violations.

1. A building permit application for the work must be submitted along with fees, specifications, contractor name and plans that are drawn to scale and dimensioned. Also include actual pictures of the unpermitted work.
2. If the project included new electrical, plumbing and/or mechanical (HVAC), these applications are required to be submitted as well, along with fees, specifications and plans.
3. All work, plans, and specifications shall meet the building code requirements in force at the time of application for the permit.
4. If you do not have the expertise to act as your own general contractor, it may be beneficial to hire a knowledgeable general contractor. Please be advised that since the Building Department is an enforcement agency, we cannot give any design advice or offer contractor recommendations.
5. An appointment may be scheduled for the Building Official to conduct a site visit to view the unpermitted work.
6. Footings, piers and foundations must be excavated so that depths, soil conditions, and materials can be inspected.
7. Concealed work must be exposed for inspection. Framing, insulation, electrical wiring, plumbing, and other concealed work that cannot be inspected will not be approved.
8. Unpermitted work that cannot conform to all requirements shall be removed.
9. Unpermitted work may require compliance with other Regulatory Departments; such as Planning & Zoning, Chatham Health District, and Inland Wetlands Agency. We will assist you in determining if necessary.
10. Final inspections and permit closure are required. The Building Official will provide documentation when construction is completed and code compliance is determined.
11. This process can take up to 4 – 6 weeks to complete.

Building and Fire Codes are designed to make buildings safe, provide a healthy living environment, be energy efficient and have a positive impact on the community. We are here to help owners meet these goals and to protect the present and future occupants.