



**City of Walnut Creek**  
**Development Review Services**  
 1666 N. Main Street, Walnut Creek, CA 94596  
 (925) 943-5834 phone (925) 256-3500 fax

Issued July 26, 2010

Information Bulletin No. IB-028

**Procedure and Submittal Requirements for Finaling Work  
 Associated with a Canceled Permits**

Item	SCENARIO 1	SCENARIO 2	SCENARIO 3
<u>Scenario Description</u>	No inspections have been performed by the building division.	In this scenario, some building division inspections have been completed, but some work was not inspected by the building division. The cancelled permit had remaining in-progress building division inspections that were required, regardless of whether the work associated with the areas needing inspections was completed or not. Administrative elements* to receive final still remain.	All required inspections by the building division have been completed, <u>except for the final inspection</u> . In this scenario, the cancelled permit had all field inspections by the building division completed and all that was needed was for the applicant to take care of the administrative elements* to receive final. There is no outstanding work to be completed or inspected in this scenario.
<u>Valuation</u>	Valuation must include all Work	Valuation need only cover work to be completed and inspected. Valuation does not include any work that was legally constructed and inspected under the cancelled permit.	There will be little or no Valuation associated with the permit application because all work has been legally completed and inspected
<u>Fees+</u>	Standard permit fees based upon valuation of project	Permit fees shall be the higher of one half the permit fees of the canceled permit or the permit fees associated with the valuation of work to be performed. Thus, the permit fees will be at least that for which a renewed permit fee would have been.	An inspection fee of a minimum of two hours will be assessed. Fee will be an Additional Fee placed in the Permit Fee account.  A plan check fee shall be assessed as Additional Fee based upon time spent reviewing and preparing application for issuance.
<b>Reference or Support Documents:</b> These are submitted by the applicant and used by City to facilitate plan review and preparation of permit application prior to issuance.		*****One copy of field inspection card showing inspection signatures, if available. The original field set of all previously approved plans and supporting documents, if available*****.	*****One copy of field inspection card showing inspection signatures. The field set of all previously approved plans, if available.



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<p><b>Plans/Specifications:</b> Documents to be submitted to City by Applicant.</p>	<p>Normal sets of new plans and documents.****</p>	<p>**Where a significant amount of work is remaining to be completed <u>and</u> inspected (as determined by the building official), there are two optional ways to approach this:</p> <ol style="list-style-type: none"> <li>1. Submitting three sets of revised plans.**** The original plans must be revised to distinguish between work legally completed and inspected under the cancelled permit and work to be completed under the new permit.</li> <li>2. Submitting three sets of the original plans**** along with two copies of a detailed description (on a sheet-by-sheet basis) of what work was legally constructed <u>and</u> inspected under the cancelled permit and what work will be completed under the new permit.</li> </ol> <p>Where the remaining work <u>and</u> inspections is minor (as determined by the building official) and such work can be summarized in a written list without plans, then a written list may form the basis for issuing the permit to complete the work. ****</p>	<p><b>Office Set:</b> A cancelled permit is microfilmed just as a finalized permit is microfilmed, so the City has complete documentation of the work legally completed and inspected. Therefore, it is not necessary to create a complete office set for record purposes. Only a typed description of the permit will be needed to clarify what the permit is to cover and not cover. The description should not contain any work items, only administrative elements that are needed to be completed prior to final. This is to provide necessary action items for the applicant to perform and for the inspector to perform.</p> <p><b>Field Set:****</b> The more critical item is the field set, because this is what final inspections need to be based upon. If the applicant still has the field set then that set may be used to perform the final inspections. Ideally, the original field set will be used to complete the final inspections. If the original field set is available, it may be used to complete the administrative elements*</p> <p>Where the applicant does not have access to the original field set, the plan checker may select appropriate copies from microfilm records sufficient to complete the final inspections. The applicant will be charged for copies produced, so discuss this option with the applicant first. Applicant may elect to submit a new set for field inspections. The plan checker will determine what drawings need to be included in the field set to be issued with the new permit.</p>
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<u>Impact of Code Changes</u>	Plans must address all building code changes that took place since the application date of the cancelled permit	Designers must incorporate all building code changes into those areas of work that have not had city inspections yet. All areas legally installed and inspected under the cancelled permit may remain under the code editions associated with the cancelled permit. All remaining work and inspections must be performed under the codes adopted at the time the new application is made.	No impact with regard to the building code.
<b>Internal Approvals</b>	All appropriate divisions. Except for simple projects (over the counter) , the original plan checkers will review the drawings.	The appropriate divisions. Except for simple projects (over the counter) , the original plan checkers will review the drawings.  The plans, cancelled permit Inspection card, PERMITS Plus inspection items listing for cancelled permit, and a listing of the requests for inspection will be routed by the plan checker to the original building inspector. The building inspector will identify what remaining inspections would most likely have been required for the project by highlighter or other means on the PERMITS Plus inspection items listing. This will help to define the remaining work to be done.	The appropriate divisions. Except for simple projects (over the counter), the original plan checkers will review and approve the permit application.
<u>Outside Approvals***</u>	Normal reviews and approvals are required by outside organizations	Normal reviews and approvals are required by outside organizations, except that school district approval is not required if the school district fees have already been paid.	Cancelled permits are microfilmed, so the original approvals are documented.
<u>Special Issues</u>	Any fees due that were <u>not</u> paid under the cancelled permit shall be paid prior to issuance of the permit. This includes Traffic Mitigation Fees, Public Arts Fees, etc.	If waste management documentation associated with cancelled permit cannot be provided by applicant, then applicant must pay fine based upon the valuation of the cancelled permit, subject to the minimum fine of \$1,000.  A new waste management plan must be established for the new permit to handle the remaining work to be completed, even if the valuation of the new permit is less than \$50,000 because the project as a whole is over \$50,000.	If waste management documentation associated with cancelled permit cannot be provided by applicant, then applicant must pay fine based upon the valuation of the cancelled permit, subject to the minimum fine of \$1,000.  Any fees due that were not paid under the cancelled permit shall be paid prior to issuance of the permit. This includes Traffic Mitigation Fees, Public Arts Fees, etc.
<u>Special Inspection</u>	A new Special Inspection Program must be submitted due to changes in permit number and possible contractual changes that may have taken place between original parties.	A new Special Inspection Program must be submitted due to changes in permit number and possible contractual changes that may have taken place between original parties. This is needed to ensure that special inspections will be completed for the remaining work, as required by code.  Final Special Inspection report associated with canceled permit must be provided prior to final.	Final Special Inspection report associated with canceled permit must be provided prior to final.

**Notes:**

- \* Administrative elements typically are Final Waste Management Report, Traffic Impact Fees, or Final Special Inspection Report and final inspections by fire, health or sanitary, and city finals (public arts, planning, engineering, transportation, building).
- \*\* The permit documents must clearly distinguish between work legally completed and inspected under the cancelled permit and work to be completed under the new permit. This is especially important when a new contractor will be used to complete the project. If code changes took place, then the plans must address the



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code changes, but only for the scope of work to be completed and inspected, as determined by the Building Official.

\*\*\* Outside Approvals include Fire Department, Health Department, Sanitary District, School District, Bay Area Air Quality Management District

\*\*\*\* If the plans were not prepared by an architect or engineer, the applicant may make legible copies of the field set for permitting purposes. If the plans were prepared by an architect or engineer, then replacement plans must be provided by the respective designers and signed and stamped. Revisions to plans that were prepared by an architect or engineer shall be by the architect or engineer. The revised plans shall be signed and stamped by the respective designer.

\*\*\*\*\* To gain an understanding of what work has taken place, the inspection history can be deciphered from the field inspection card and/or the city inspection screen. Also, if the inspector is still with the city, that inspector may remember the last inspections to be made and the state of the work to help clarify where things were left off.

+ Remember, applicants had the right to request reimbursement of fees for projects for which no work took place within 180 days of making those payments. This is treated as a separate and distinct issue.