



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom

Community Development Department

Building Counter

50 Natoma Street

Folsom, California 95630

(916) 461-6201

EXISTING NON-PERMITTED ROOM ADDITION

Projects without permits shall be considered new construction. The process to legalize this type of work requires compliance with *TODAY'S* code requirements.

To obtain a permit for the existing additions(s), the following is necessary:

1. Obtain Community Development Department/Planning Division approval for the location of the addition on a scaled plot (site) plan.
2. Submit a completed Building Permit Application form.
3. Submit two (2) sets of plans showing: site plan, complete building floor plan(s), wall framing, roof layout, typical cross sections, elevations, details, and uses of rooms. Plans shall be complete as if the addition was new and going through the permit process for the first time. Also, provide one copy of the floor plan reduced to 11" x 17" size.
4. Pay plan-checking fees based on construction value.
5. City staff will review the plans for compliance with *TODAY'S* code requirements including structural, fire/life safety, and energy conservation.
6. Upon the approval of plans and the payment of fees, you will be issued a building permit. **Note: An investigation fee equal to the building permit fee may be charged.**
7. Schedule all necessary inspections, exposing as much of the construction as required. (i.e., removing sheetrock, flooring, etc.), so inspections can be made by the field inspector.

NOTE: Achieving compliance with the code requirements *may* require one or more of the following:

1. Reducing the size of the room addition to comply with minimum setback requirements.
2. Adding insulation to underfloors, walls and ceilings.
3. Removing and reinstalling noncompliant electrical, plumbing and mechanical systems.
4. Preparation of structural engineering calculations for footings, framing members, shear walls, etc.
5. Installing reinforcement(s) to the existing structure, as required by the approved plans.
6. Removal of the room addition.