



## TOWN OF LOS GATOS POLICY FOR WORK DONE WITHOUT A PERMIT

The following procedures may be used to obtain permits and approval of work completed without a valid permit or inspections:

### **TO OBTAIN A PERMIT:**

1. Check with the Planning Division to understand zoning requirements related to your project.
2. Submit a copy of special inspection report. Report to include:
  - a. Statement by a licensed architect, engineer or home inspection agency certifying that construction has been inspected and is in compliance with current State and Los Gatos Town building regulations.
  - b. Description of work inspected.
  - c. Description of corrections (if any) or code deficiencies.
3. Submit three copies of plans describing work, a plot plan, a floor plan, elevations, construction details as necessary.
4. Complete application and plan check submittal requirements checklist. Separate permits will be required for separate structures. All electrical, mechanical and plumbing work must be shown on the plans.
5. On approval of plans and payment of applicable fees, permit(s) will be issued.

### **INSPECTION APPROVAL**

Once the building permit is issued, final inspection will be made by the Town building inspector to verify the special inspection report. Discovery may be necessary at inspection (opening walls, etc.).

### **FEES**

Fees will be equal to all current building permit fees, seismic fee, construction taxes, school fees if applicable and drainage fees if applicable (no additional penalty).