

	<p><b>AS-BUILT STRUCTURES</b></p> <p>CITY OF HIGHLAND BUILDING DIVISION  27215 BASELINE, HIGHLAND, CA 92346  (909) 864-8732</p>	<p>Bulletin</p> <p>January 2018</p>
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As-Built structures present many unique, site specific obstacles. The following informational items are to help you provide the needed information for plan submittal and to help you prepare for an inspection of an as-built structure. Based on the specifics of your project there are many variations, but this guideline should give you the basics to get started.

**General Information to Start:**

1. All the information relevant to your project that is requested in this Bulletin should be provided on the submitted plans.
2. When submitting plans, three (3) sets need to be submitted. When re-submitting, if there is a red line set, return the redline set with the submittal.
3. All plan sheets are to have these items; site address, project name, date of the drawings, and the name and contact information of the plans preparer.
4. Some information may be provided as general notes and others may be needed as detailed drawings. This is usually determined by the level of the technical information that is needed. If unsure, contact the Building Permit Technician at City Hall.
5. A plot plan and a floor plan are needed as part of the plans. For some projects these items may be combined into one drawing. If needed, example handouts are available from the Permit Technicians.
6. The plot and floor plan must indicate all structures currently on the property. If any of these structures are to be demolished as part of the project, the plans must clearly show them and then clearly indicate which structures, or portions of structures, are to be removed.
7. Also, the plot and floor plan must indicate the areas that are not currently legal and are to be legalized as part of the permit.
8. Before submitting plans to the Building Division, clearance from the Planning Division must be obtained. Importantly, the City Planner will help you identify issues with your plot plan, including the use and ability to legalize a structure.

**Construction Information to be Provided:**

Submit these items and any other relevant data as part of the plans;

1. Foundation size and reinforcement
2. Attachment of the structure to the foundation
3. Structural integrity items; framing, shear wall, straps and connections
4. Electrical layout and circuit sizing
5. Plumbing layout, pipe sizing, and the connection to the main sewer system
6. Means of heating for all habitable areas
7. Identify all energy code items, such as insulation R values, etc.

### **Information needing verification:**

There are many items that are commonly overlooked by homeowners and contractor, therefore, make these components of the structure visible for the City Inspector to verify. This may include the following items and require flooring, wall and/or ceiling coverings to be removed. (Sample areas may be permissible with the City inspector's approval):

1. Foundations; a report from an ultrasonic testing company will be needed to verify reinforcement (or equivalent methods when approved in advance)
2. Framing beams, headers and girders
3. Framing members and connections
4. Electrical conductor size and connections
5. Electrical breakers, GFCI and AFCI protection
6. Mechanical equipment, ducts, and connections
7. Plumbing pipe sizes
8. Plumbing and mechanical venting
9. Proper egress

In some circumstances a report from a design professional or a third party reporting company will be acceptable as an alternate to City Inspector verification. The City Inspector must preapprove the use of all reporting agents and the parameters for accepting reports.

This list is not complete. There may be more items needing inspection based on your project. During your first inspection ask the Building Inspector what needs to be inspected or exposed for inspection.