



Responding to a Stop Work Notice or Notice of Violation for Residential

Bulletin 17

Division of Building, Safety, and Inspection for 2018 International Codes

This bulletin is designed to provide guidance if you received a **Stop Work Notice** or a **Notice of Violation** for building without permit on a residential property.

Step One - Request a *Submittal Standard* from our office. This can be requested here: <https://www.piercecountywa.gov/6354/Ask-the-Development-Center>. See Bulletin 72 for more information. Follow the direction from each division given to you in your *Submittal Standard*.

Step Two - Apply for Permits. Your submittal standard will tell you which permits you will need from each division. Please be aware you may need permits from more than one division. (Example: Building permit, Septic permit, Site Development permit, etc.)

For Building compliance, there are generally *two options*.

1. **Remove the area of unpermitted work** through one of the following applications:
 - **Complete Demolition** - Submit the following for application
 - Residential Building Application form; apply for a *Demolition Permit*.
 - Complete Site Plan showing which building will be removed.
 - Fees paid (see below).
 - **Partial Demolition/Remodel** - Submit the following for application
 - Residential Building Application form; apply for a *Remodel/Partial Demolition*.
 - Complete Site Plan showing area of removal.
 - Construction documents/plans of the completed floor plans (after demolition is complete). If *only interior* demolition work is being done, please provide a "before" and "after" floor plan.
 - If any structural components of the existing building will be altered or repaired, a Structural Investigation Report prepared by a WA State Registered Engineer may be required.
2. **Permit the existing unpermitted construction** through our regular permitting process:
 - **Apply for a Building Permit** - Submit the following for application
 - Residential Building Application form
 - Construction documents/plans of the unpermitted work, including floor plans. If more work is planned, this should also be clarified on the plans.
 - Structural Investigation Report prepared by a WA State registered Engineer for the work already completed. Refer to your *Submittal Standard* for building's comment on your specific situation.
 - Energy Forms (for new heated square footage inside a dwelling area).
 - Fire Flow Certificate of Water Availability or Checklist if required by Fire in your *Submittal Standard*.

Step Three - Pay Fees.

- **Demolition Permit:**
 - Flat fee: \$150.00
 - State Fee: \$6.50
- **Remodel/Building Permit:**
 - Fees are based on the scope of the work. A permit technician will calculate these fees at time of submittal.
- **Investigation Fees:**
 - This means your permit cost (demolition or building) is *double* the total amount. **NOTE:** This fee *will not be collected IF* the current property owner was not the owner at the time of unpermitted construction. County Assessor’s website or other documents may be used for proof.
- **Non-Compliance:**
 - If you also have a Non-Compliance recorded on Title, there will be an additional \$207 per Non-Compliance recorded. See Bulletin 73 for more information.

Step Four - Application is reviewed, approved, and permit issued. All documents will be emailed to the applicant on record. You must print these and have them available on-site for inspection.

Step Five - Call for inspection (See Bulletin 32). Once the permit is issued you must have a pre-construction meeting onsite where your inspector will confirm that work may progress. If you have a “Stop Work Notice”, it will be removed at this time. After all inspections have been signed off, your permit will receive a final status, and the violation will be resolved.

Step Six – Certificate of Occupancy. Once your inspector has completed your final inspection, you may print off your Certificate of Occupancy through your PALS permitting portal under the Documents tab.

COMPLETE YOUR INSPECTIONS

If you do not **satisfactorily pass your final inspection** and/or allow your permit to expire, a replacement permit may be required or additional penalties may be assigned, including a recording of a Certificate of Non-Compliance on the property’s title.

Contact Phone Numbers:

Zoning	253-798-3739
Building Code	253-798-3741
Health	253-798-3740
Sewer Utilities	253-798-4050
Wetland	253-798-3739
Grading and Filling	253-798-3739