



**CITY OF PERRIS**  
**DEVELOPMENT SERVICES DEPARTMENT**  
135 NORTH "D" STREET, PERRIS, CA 92570  
TEL (951) 443-1029 FAX (951) 943-3293

**GUIDELINES FOR  
SPECIAL INVESTIGATIONS**

The following information is provided to applicants as a guide to the Special Investigation process. If you should have any questions regarding this process, or subjects not addressed in this guide, please contact our office.

**What is a Special Investigation?**

A Special Investigation is a process in which the Building Department conducts an investigation in regards to construction which has been performed without required permits or inspections. This process normally involves inspections of the unpermitted construction and research, which results in the issuance of a Special Investigation Report.

**When Required:**

In accordance with the California Building Code, Sec.109.3.8, it is required whenever construction is commenced without first obtaining a permit. The Special Investigation must be completed prior to the submission of plans and the issuance of a permit for such work.

**Applicant's Responsibilities:**

In order to complete the investigation the applicant is responsible for uncovering or otherwise exposing the elements of the construction so that inspections can be performed. The following items must be exposed prior to requesting the investigation:

\*\* **Foundation:** Expose the foundation at each exterior wall by excavating a trench parallel to the footing. This trench should be approximately 3' in length, 1' wide, and to the depth of the footing.

\*\***Underfloor Plumbing:** For slab-on-grade construction, this will necessitate saw-cutting the slab to expose drainage piping. Water piping may be tested by the static water or air pressure methods provided joints do not occur under the slab. For raised-floor construction, remove the floor sheathing to expose the plumbing lines.

\*\* **Floor Framing:** For raised-floor construction, remove floor sheathing to expose the floor framing. As a minimum, for a typical room addition, one full sheet should be removed adjacent to each bearing wall.

**\*\*Wall Framing, Electrical, and Plumbing**: The wall covering on one side of every wall must be removed to expose all framing, electrical, and plumbing for inspection.

**\*\*Ceiling/Roof Framing**: If the attic has a minimum height of 30” and a 22”x30” access opening, it is considered accessible. In that case, ceiling coverings may not need to be removed. Cathedral ceilings necessitate the removal of all ceiling coverings.

At the time of the inspection, the inspector will inform you if other items need to be exposed. Also a ladder of sufficient height to access the attic and roof must be provided.

If repeated inspections are caused by failure to adequately expose the construction, a reinspection fee may be assessed.

The above guidelines apply to typical light-frame construction. Other types of construction or unusual circumstances may require the employment of different measures for a Special Investigation.

#### **The Special Investigation Report:**

After the inspections and research are completed, a written report is prepared. This report will explain the code deficiencies found and the necessary corrective actions. Also, code sections are provided for reference purposes. If you are not familiar with code requirements, it is wise to review the applicable code sections. Many libraries have copies of building codes. The report will also specify whether plans will be required prior to permit issuance. If you should have any questions regarding the report, the inspector should be contacted for further clarification.

In order to legalize an un-permitted structure, a permit must be obtained after the completion of the Special Investigation, all deficiencies must be corrected, and all required inspections must be obtained including **final inspection and approval**.