



## Work Commencing Before Permit Issuance (After the Fact "ATF")

**Building Department Fees are One Hundred Percent (100%) penalty per MC Fee Schedule Resolution**

NOTE: If you are applying for an after the fact permit for work done that is subject to code compliance action (notice of violation), keep in mind that including "other" work, under the same permit, could cause you to miss code compliance deadlines and increase fines due.

The following information is required at the time of submittal of a Permit Application addressing After-The-Fact (ATF):

- Completed Application: Pages 1 through 3, and Page 4 if applicable
- Detailed scope of ATF work along with cost breakdown on this form, Page 5 of Permit Application
- Acceptable proof of ownership, if current owner is not detailed on the Property Record Card

The following may be required by plans examiner(s) when reviewing the application:

- Sealed "As-Built" plans designed to the current building code and wind speed, as well as other required documents based on the project.
- Survey or site plan
- Copy of Notice of Violation with Code Compliance case number
- Elevation certificate

Enter CODE Case to which Permit Application addresses: CE\_\_\_\_\_

Scope of Work for ATF Portion:

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<i>TOTAL COST for Work Completed w/o Permit:</i> <b>(Required for All ATF Applications)</b> (6-110(a)(1))	<i>TOTAL SQ FT for FILL or CLEARED w/o Permit:</i> <b>(Required <u>if</u> FILL or CLEARING Application Only)</b> (6-110(a)(3)or(4))
\$	

<b>COST BREAKDOWN: Type of Work</b>	<b>MATERIAL COST</b>	<b>LABOR COST</b>
<b>Exterior:</b>		
Carpentry		
Concrete Work		
Doors		
Electrical		
Mechanical		
Plumbing		
Trusses/Roofing		
Windows		
<b>Interior:</b>		
Carpentry		
Electrical		
Flooring		
Mechanical		
Plumbing		
Miscellaneous/Other:		

**STAFF USE ONLY:** Plans Examining Staff Name Completing this information: \_\_\_\_\_

# of Building PR Disciplines req'd for ATF review - Enter a number 0 thru 5: \_\_\_\_\_ (Exam, Elec, Plumb, Mech, Flood, or none)

Total Cost above validated:  YES  NO. If NO enter adjusted Total Cost for ATF Portion here. \$ \_\_\_\_\_

(Community Development - Plans Examiners enter this data on Application Detail)