



Responding to a Non-Compliance Recorded on Property Title

Bulletin 73

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

This bulletin is designed to provide information regarding a Non-Compliance that has been recorded on a property title. This information pertains to Non-Compliances recorded for Building violations only. Other divisions may have other requirements.

What is it?

A Certificate of Non-Compliance is a legal document that is recorded on a property's title for a violation of code. It is the last step in a process to correct a violation or permitting issue on a property. It is typically generated for one of two reasons:

1. There was a violation case on a property that failed to be resolved after the allowable time.
2. An issued permit either expired or was cancelled and the property owner failed to contact the Building Division to either renew the status or purchase a replacement permit.

How do I remove the Non-Compliance?

Step One - Request a *Submittal Standard* from our office. This can be requested online here: <https://www.piercecountywa.gov/6354/Ask-the-Development-Center>. See Bulletin 72 for more information.

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.)

- If your Non-Compliance is regarding construction that never had a permit: Please see Bulletin 17 and follow those instruction for compliance.
- If the work on the permit was never done: Provide documentation (pictures, aerial maps, etc.) showing the construction was never done. Non-compliance fees will still need to be paid. See Step Three.
- If you have an expired or cancelled permit, follow one of these options:
 - Apply for a replacement permit - Requirements for documentation (plans, engineering etc.) are case specific and will be detailed on your Submittal Standard. Fees for the replacement permit are based on how many inspections were performed prior to cancelling of the permit.
 - Request to re-activate the original permit for a final inspection - This is **only** allowed for permits that *had all required inspections, including final*, but failed to pass the final inspection. **Note: The original permit can be renewed for one-time only. The structure must pass final inspection on the first try. If the inspection fails, a replacement permit will be required.**

Step Three - Pay Fees.

- **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:** \$207 per Non-Compliance case recorded. This fee pays for the Non-Compliance case to be removed from title.

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. After all inspections have been signed off, your permit will receive a final status, a Certificate of Compliance will be recorded, and the Non-Compliance will be resolved.

COMPLETE YOUR INSPECTIONS

If you do not satisfactorily pass your final inspection and/or allow your new permit to expire, the Non-Compliance will remain on title until the case is resolved.

This may have a serious impact on your ability to apply for any future permits, re-finance any portion of your property or sell in the future.

Please be aware: Recordings on Title occur every Thursday afternoon. If your final inspection occurs on a Thursday, you may have to wait until the following week for the Title to reflect this update.