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|  | <p style="text-align: center;">CITY OF HAWAIIAN GARDENS DEPARTMENT OF COMMUNITY DEVELOPMENT BUILDING AND SAFETY DIVISION 21815 Pioneer Boulevard Hawaiian Gardens, Ca 90716 (562) 420 2641</p> | B-019 |
| | | EFFECTIVE : 1-05-2015 |

OBTAINING PERMITS TO RESOLVE ORDERS

Follow this guide when you receive a Notice to Comply, a Notice of Substandard Conditions or an Order to Comply (Order) from the City of Hawaiian Gardens Code Enforcement Section, or Department of Building and Safety.

The current property owner is responsible for complying with the Order even if previous owners or tenants have performed the un-permitted work or created the violation.

Read the order to identify which items require a permit. Contact the inspector or inspector's supervisor for clarification of the order. To correct the violation(s) that do not require a permit, contact the Building and Safety Department for information regarding miscellaneous application for compliance inspection for the removal of permitted structures, additions and/or modifications to permitted structures. For the items that require permits, construction or work may not be commenced until the permits are obtained.

To obtain permits, adhere to the following guidelines:

1. Obtain all property records, Building Permits and Certificates of Occupancy to show acceptable proof that buildings or uses were legally established.
2. Contact the Building Department for review of records. A current plot plan and/or floor plan may be required.
3. Obtain Planning Department approval for un-permitted structures, additions or modifications to structures. Planning approval for some work may not be possible due to zoning regulations which pertain to parking, height, dwelling unit density, use and building setbacks.
4. Submit construction plans with all required documentation for plan check
5. Some projects will require a licensed contractor to obtain permits. Owners may obtain permits for owner-occupied single family dwellings only.
6. Acknowledge that all required inspections shall be provided in order to get the permit finalized.