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## **PROCEDURE FOR THE REMEDIATION OF UNPERMITTED BUILDING CONVERSIONS**

- Step 1.** **Building & Safety** may take necessary action by **red tagging** the house, **disconnecting electrical**, and **gas service**.
- Step 2.** The building must be vacated, secured by the property owner, and not occupied until remediation is complete. No work shall commence prior to the issuance of the building permit.
- Step 3.** In general, property owner or agent can enter the building while it's **red tagged** to thoroughly clean, remove all mold and carpet, unpermitted mechanical, electrical, plumbing fixtures, and prepare it for restoration. Additional building inspector's instruction may be written on the **red tag**. If further clarity is required, contact the building inspector.
- Step 4.** The property owner or agent must **contact a qualified remediation consultant** specializing in grow structures. Determine the qualifications from one of these consultants:
- **Certified Industrial Hygienist (CIH)** or
  - **Registered Occupational Hygienist (ROH)** or
  - **Registered Professional Biologist (RPBio)**

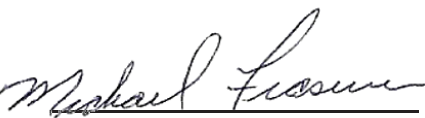
Arrange for an interior building environmental assessment. The **general contractor** or **consultant** shall **provide an assessment** and a **scope of work with their report**.

When the initial environmental assessment is complete, the remediation consultant shall provide to the property owner or agent with a letter summarizing its initial investigation. The letter shall indicate the findings of the assessment, the persons qualified to perform the work, an outline of the work performed by the remediation consultant, and a scope of work identifying areas within the building required to be brought to acceptable levels.

With the approved scope of work, floor plan identifying each room, and areas identified in the scope of work, the property owner or the agent is ready to apply for a building permit. Commence work in the building only after the building permit has been issued.

After all the work outlined in the scope of work has been completed, the property owner or agent must contact a remediation consultant to request an **Air Quality Test**. Upon completion of this test, they will prepare a report confirming the values obtained.

- Step 5.** After the qualified remediation consultant has confirmed that the air quality meets acceptable values, the property owner must submit their report to the **City of Rancho Cucamonga Building & Safety Department** and **request a gas utility release** and **final inspection**. Utility release will be issued after a passing final inspection.

Approved by:  **Michael Frasure, CBO**  
Signature **Building & Safety Services Manager**