

**COUNTY OF SHASTA
DEPARTMENT OF RESOURCE MANAGEMENT
BUILDING DIVISION
1855 PLACER STREET, SUITE 102, REDDING, CA 96001**

APPLICATION FOR PERMIT

OFFICE: (530) 225-5761
FAX: (530) 245-6468
WEB SITE: www.co.shasta.ca.us

Note: Please review the instructions on Page 3 before completing the application.

PART #1 PROJECT INFORMATION	APPLICATION NO. _____
Assessor's Parcel Number: _____ Address of Building: _____	
Area of County: _____ No. of Stories: _____ Square Footage: _____ Valuation: _____	
Description of Work: _____	
This permit is to be issued in the name of the: <input type="checkbox"/> Licensed Contractor or <input type="checkbox"/> Property Owner as the permit holder of record who will be responsible and liable for the construction of a <input type="checkbox"/> Commercial or a <input type="checkbox"/> Residential project	
Property Owner's Name: _____	
Mailing Address: _____	
Phone: _____ Fax: _____ Email: _____	
Contractor's Name (or Applicant if other than owner): _____ License No.: _____	
Mailing Address: _____	
Phone: _____ Fax: _____ Email: _____	
Architect/Engineer's Name: _____ License No.: _____	
Mailing Address: _____	
Phone: _____ Fax: _____ Email: _____	
Existing Structures/Mobile: <input type="checkbox"/> Yes (Show on Plot Plan) <input type="checkbox"/> No Second Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total No. of Bedrooms: _____ Grading? <input type="checkbox"/> Yes <input type="checkbox"/> No Driveway off: <input type="checkbox"/> County Rd. <input type="checkbox"/> Highway <input type="checkbox"/> Private Rd.	
Applicable: <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Temp. Elec. for home <input type="checkbox"/> Temp Gas for home <input type="checkbox"/> Garbage Disposal	
Manufactured Home, Travel trailer or RV to be lived in during construction of dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MANUFACTURED HOME INFORMATION: Make: _____ Size: _____	
Year Mfg: _____ Serial No.: _____ HUD Insignia: _____	
# of Transportable Units: _____ Roof Load Built to: _____ PSF Lic./Decal No.: _____	
Built to Wildland Fire Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No Replacing Existing Mobile Home? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PART #2 IDENTIFY WHO WILL PERFORM THE WORK (Complete *either 2a or 2b*)

2a – CALIFORNIA LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name and Address: _____

License Class and #: _____ Contractor Signature _____

Staff verification of license: _____
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2b – OWNER-BUILDER'S DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

I am exempt from licensure under the Contractors' State License Law for the following reason: By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site:
<https://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Property Owner or Authorized Agent signature _____ Date _____

PART #3 IDENTIFY WORKERS' COMPENSATION COVERAGE AND LENDING AGENCY

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
Policy No. _____

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____ Policy No _____ Expiration Date _____

Name of Agent _____ Tel No _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name and Address _____

PART #4 DECLARATION BY CONSTRUCTION PERMIT APPLICANT

By my signature below, I certify to each of the following:

I am a California licensed contractor or the property owner* or authorized to act on the property owner's behalf**.

I have read this construction permit application and the information I have provided is correct.

I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

California Licensed Contractor, Property Owner* or Authorized Agent**:

**requires separate verification form*

***requires separate authorization form*

Print Name: _____

Signature: _____ Date _____

PLEASE REVIEW THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING YOUR PERMIT APPLICATION:

Type or print in ink ALL information completely and legibly. California State Law requires that every permit applicant provides specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applicants must provide the information requested. If you are unsure about any item, the Permit Counter Personnel will assist you.

PROJECT INFORMATION

This section identifies the project location, property owner, applicant, contractor, and architect/engineer. Accurate property identification is very important. Your parcel number can be obtained from your property tax bill, title report, or Assessor's Office.

THIS APPLICATION (PART I) IS NOT A PERMIT. A VALID PERMIT RESULTS WHEN PART II IS APPROVED AND ISSUED BY THE SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT BUILDING DIVISION. PERMIT FEES MUST BE PAID AND RECEIPT ACKNOWLEDGED ON PART II.

The following represents the minimum number of submittals normally required to obtain a plan check and building permit: NOTE: ALL APPLICATIONS REQUIRE A DIRECTION MAP TO THE PROPOSED PROJECT TO BE SUBMITTED WITH THE PLANS.			
RESIDENTIAL CONSTRUCTION:	2 Sets -Construction Plans, Signed 2 Sets -Engineer. Truss Calculations 2 -Additional Floor Plans 2 Sets -Grading Plans (With Wet Weather plans between Oct 15 and May 1)	2 Sets - Calif. Energy calcs. (Signed) 7 - Plot Plans 8 ½ x 11 min. (2 w/ Fire Dept. approval, if other than CDF). 1- Legal Creation documentation required on undeveloped properties.	
MANUFACTURED HOME INSTALLATION/UTILITIES:	3 -Floor Plans dimensioned 2 Sets -Grading Plans 2 Sets -Approved tie down assemblies or Manufacturer Installation Instructions	7 - Plot Plans 8 ½ x 11 min. (2 w/ Fire Dept. approval, if other than CDF) 1- Legal Creation documentation required on undeveloped properties.	
MANUFACTURED HOME FOUNDATION:	SEE CHECKLIST 2 Sets -Grading Plans	1- Legal Creation documentation required on undeveloped properties	
COMMERCIAL PROJECTS: (Wet signed plans)	4 Sets -Construction Plans 2 Sets -Structural Calculations 2 Sets -Truss and/or steel bld plans/calcs. 2 Sets -Calif. Energy Calcs (Signed)	7 - Plot Plans 8 ½ x 11 min. (2 w/ Fire Dept. approval, if other than CDF) 2 Sets -Grading Plans 1- Legal Creation documentation required on undeveloped properties	
BEFORE YOUR PERMIT CAN BE ISSUED , septic, well, sewer and water clearances are required on dwellings, manufactured homes and, commercial projects. SEPTIC CLEARANCE is required on bedroom additions and pools.			

APPLICATIONS EXPIRE in 6 months, but may be extended for one additional 6-month period based on Justifiable Cause.

BUILDING PERMIT CONDITIONS AND LIMITATIONS -

Shasta County Ordinance Code Section 16-04.200 - Expired, Suspended, Revoked and Void Permits

A) Every permit issued under provisions of this chapter, except a sewage disposal permit, expires by limitation and becomes null and void if the building or work authorized by the permit is not commenced within six months of date of the permit. Every sewage disposal permit issued under provisions of this chapter expires by limitation and becomes null and void if the work authorized by the permit is not commenced within one year of the date of the permit. Every permit issued pursuant to this chapter may be declared null and void by the Building Official if the building or work authorized by such permit, if commenced, is suspended or abandoned for six consecutive months. Every permit issued pursuant to this chapter expires by limitations and becomes null and void if the work for which the permit was issued is not complete within two years of the date of the permit.

B) A permit may be reissued for good cause for as many times as deemed necessary by the Building Official provided no changes have been made or will be made in the original plans and specifications for such work and provided further that the period during which work was suspended or abandoned does not exceed one year. The term of each reissuance is one year. The provisions of this chapter in effect when a permit is reissued apply to all work done after the date of reissuance. For the purposes of this subsection, "good cause" means events or circumstances beyond the control of the permittee which prevented completion of the work. Fees for reissuance will be determined at the time permit is ready to be reissued. This fee is determined by the Board of Supervisors.

Temporary electrical and gas services will expire and become invalid by expiration and cancellation. The serving utility company will be instructed to remove the meter.

NOTE: A FILING FEE will be collected at the time of submittal for plan review and is NOT REFUNDABLE. The remaining fees will be collected at the time of permit issuance.

COUNTY OF SHASTA
DEPARTMENT OF RESOURCE MANAGEMENT
BUILDING DIVISION
1855 PLACER STREET, SUITE 102
REDDING, CA 96001

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PROCESSING YOUR PERMIT APPLICATION

The regulations and fees that will apply to your application and permit are based on the application date.

Permit Applications:

- Applications are valid for 180 days. **PRIOR** to expiration, you may submit a one-time written request to extend the application. Applications will not be extended beyond one year from the original date of application.
- Once a permit application expires, no fees will be refunded. If you are not going to proceed with the project and want a refund, complete and submit a refund/cancellation request prior to the expiration date and a portion of the fees may be refunded if the plans have not been reviewed.
- If you submit your building permit application prior to obtaining any required Planning Division permit or action, you will be **submitting at your own risk**. If a building permit application expires prior to Planning approval, you will be required to resubmit and be subject to all regulations and fees in effect at the time of your new application.

Issued Permits:

- Once a building permit has been issued it expires by limitation:
 - (1) Two years after the permit is issued, or
 - (2) If work has not started within 180 days from the date of permit issuance, or
 - (3) If the work is suspended or abandoned for a period of 180 days.

Work is verified by obtaining the next required inspection and the project physically proceeding. Permits may be renewed for one year if not considered expired as described above upon payment of the required fee.

- Once a permit expires, no fees will be refunded. If you are not going to proceed with the project and **are eligible for a refund**, complete and submit a refund/cancellation request and a portion of the fees may be refunded.

As the applicant for the referenced application, I have read and understand the above application and permit limitations.

Print Name

Date

Signature

GRADING PERMIT APPLICATION

GRADING PERMIT DESCRIPTION

GRADING WILL BE CONDUCTED WITH THIS PROJECT

Please check all that apply:

- To create or develop a temporary road, permanent road, building pad, mobile home pad, or installation of a sewage disposal system which requires changes in the natural contour of the land.
***Building Division definition: "Building Pad" is considered but not limited to an area that will support any future structure above or below ground. (Not currently associated with the construction of a structure permitted under the California Building Code).*
- Grading in excess of 250 cubic yards. Volume to be moved _____
- Damages or has the potential to damage directly, or indirectly through erosion, any watercourse natural or manmade, whether year round or intermittent, including drainage channels (such as a creek crossing or cutting slopes near a dry steam bed).
- Disturbs 10,000 square feet or more of surface area. Area to be disturbed _____.

ITEMS NEEDED FOR GRADING PROJECT

Two complete sets of plans with enough detail to determine if the project will meet all applicable standards. At a minimum, each set of plans will need to include:

- An accurate and complete site plan.
- A plan showing the profile/cross section through cuts and fills.
- A permanent erosion and sedimentation control plan.
- Shasta County Public Works Department Encroachment Permit

WET WEATHER/ EROSION CONTROL REQUIREMENTS

- Identify who is responsible for erosion control maintenance during the project and for three (3) years after completion. _____
- County Wet Weather Plan applies (see handout) or
- The wet weather plan shall be prepared and certified by a registered civil engineer experienced in erosion control, a certified professional soil erosion and sediment control specialist, or a soil scientist certified by the American Registry of Certified Professionals in Agronomy Crops and Soils.

Proposed start date: _____ Proposed end date: _____

Work conducted between October 15 and May 1 requires the submission of a Wet Weather Plan.

PROJECT EXEMPTION

GRADING WILL NOT BE REQUIRED FOR THIS PROJECT

- Building pad or road permitted on _____ (date), BP# _____ - _____
- Replacement of existing permitted or legal non-conforming structure
- Other (explain) _____

Shasta County Code (Chapter 12.12 – Grading, Excavating and Filling) regulates grading within Shasta County. The purpose of this chapter is to promote and protect the public safety, convenience, comfort, prosperity, general welfare and the County's natural resource by establishing minimum requirements for grading, excavating and filling.

I agree to comply with all Shasta County Ordinances and State Laws relating grading and authorize representative of Shasta County to enter the property for inspection purposes.

Printed Name _____

Title _____

Signature _____

Date _____

APPLICATION BP No. _____

EROSION CONTROL PLAN

1. Implementation of appropriate erosion control and sediment control known as Best Management Practices (BMP's) shall be installed prior to commencement of ground disturbing construction activities or prior to the arrival of any rain event with a 50% or greater chance of occurrence as predicted by NOAA.
2. Existing vegetation will be preserved as much as possible.
3. Rice straw mulch will be applied to all inactive disturbed areas rice or straw mulch shall be re-applied as needed to maintain effectiveness. All other type of straw is also acceptable or any native ground cover.
4. The contractor shall inspect site daily for signs of tracking. The contractor shall remove any sediment or other construction activity related materials that are deposited on immediate access roads by vacuuming, or sweeping on a daily basis (when necessary) and prior to any rain event. A stabilized construction entrance/exit may be constructed at the project site if needed to prevent track out.
5. All stockpiles will be located a minimum of 50 feet away from concentrated flows of storm water, drainage courses and storm drainage inlets. All stockpiles will receive perimeter controls and shall be covered when any rain event with a 50% or greater chance of occurrence as predicted by national weather service.
6. An above ground or mobile concrete washout will be constructed or placed on site if concrete trucks or concrete equipment will be washed out on-site. The washout will be a minimum of 50 feet away from concentrated flows of storm water, drainage courses, and storm drainage inlets.
7. The location of the BMP's Can be field adjusted by building inspector as needed to ensure that an effective combination of erosion and sediment control measures are implemented and maintained to prevent sediment laden storm water discharges.

Printed Name _____

Signature _____

Date _____

WET WEATHER PLAN ENGINEERING FORM

- YES or NO Does the area of the grading activity have more than 100 square feet with 5% slope in either direction or less than 3% slope average?
- YES or NO Is any portion of the grading associated with engineered fill with special inspections required (compaction testing)?
- YES or NO Is the grading work for anything other than a building pad, access road, in excess of 250 cubic yards of earth material, or in excess of 10,000 square feet of surface area?
If yes, explain _____
- YES or NO Is the area to be graded within 50 feet of a watercourse or have the potential to damage or alter any watercourse, natural or manmade, whether intermittent or year round?
- YES or NO Does this grading project require other agencies permits?
 - General Storm water permits from Regional Water Quality Control Board
 - 1600 permits from California Department of Fish & Wildlife (i.e. culverts, sleuths/dams, or streambed alterations)
- YES or NO Is the project site within the MS4 maps for Shasta County?
- YES or NO Is the grading project defined as a major project per 12.12.020 **definitions** and not exempt from the California Environmental Quality Act process? *“Major project” permits shall be required for any grading which will involve (1) the movement of more than two thousand cubic yards of earth; (2) the disturbance of more than five acres of earth material; and/or (3) is defined as a discretionary permit (excludes grading permits for detached single-family dwelling located on one parcel).*

*** *The county will determine if the county pre-engineered approved wet weather plan may be used or if a third party engineer review is required.*

*** *No exemption provided on this form shall apply to any grading that will affect any off-site drainage or aquatic habitat, or that will affect the lateral or subjacent support of any property not owned by the owner of the land upon which such grading is performed.*

By signing owner/applicant/agent agrees to follow the attached Shasta County approved Wet Weather Plan or retain a professional to prepare a wet weather plan.

Printed Name _____

Title _____

Signature _____

Date _____

DEPARTMENT OF RESOURCE MANAGEMENT
Building Division
1855 Placer St, Suite 103 Redding, CA 96003 (530) 225-5532

APPLICATION BP No. _____

WET WEATHER PLAN – BEST MANAGEMENT PRACTICES

1. Construction activities shall be scheduled and sequenced with due consideration to local weather conditions. The contractor shall review National Oceanographic and Atmospheric Administration (NOAA) forecasts prior to scheduling and implementing construction activities. These forecasts may be obtained at: <http://www.srh.noaa.gov/forecast>.
2. Appropriate erosion and sediment control Best Management Practices shall be in place prior to commencement of ground disturbing construction activities. They shall also be in place prior to onset of any rain event with a 50% or greater chance of occurrence as predicted by National Weather Service.
3. Existing vegetation shall be preserved to the extent feasible.
4. Rice straw mulch shall promptly be applied to all inactive disturbed areas and shall be re-applied as needed to maintain effectiveness. Equivalent types of straw and native ground cover may also be acceptable subject to agency approval.
5. The contractor shall inspect the site daily for signs of tracking. The contractor shall remove any sediment or other construction related materials that are deposited on nearby access roads. Vacuuming or sweeping shall be conducted on a daily basis when necessary and prior to any rain event. A stabilized construction entrance/exit shall be constructed at the project site as needed to prevent track out.
6. All stockpiles shall be located a minimum of 50 feet away from concentrated flows of storm water, drainage courses and storm drainage inlets. All stockpiles shall receive perimeter controls and shall be covered when they are not actively being used or prior to the arrival of any rain event with a 50% or greater chance of occurrence as predicted by national weather service.
7. An above-ground or mobile concrete washout shall be on-site if concrete trucks or equipment are to be washed out on-site. The washout unit shall be a minimum of 50 feet away from concentrated flows of storm water, drainage courses, and storm drainage inlets.
8. The location of the BEST MANAGEMENT PRACTICES (BMPs) shall be field adjusted as appropriate to ensure that an effective combination of erosion and sediment control measures are implemented and maintained to prevent sediment laden storm water discharges.

The minimum standards stated above are applicable to all sites. Large, steep, erodible, sensitive riparian and other special sites may require additional measures.

_____ Initials of applicant.

