



## Residential Debris Removal Right-of-Entry Permit Checklist for Property Owners

Shasta County and the City of Redding are working with CalOES and other federal and state partners in a program to facilitate safe removal and handling of burn debris and ash. To obtain this service a homeowner must complete the proper paperwork to allow these agencies to clean up their property.

Documents needed for submittal of the Debris Removal Right-of-Entry Permit:

- Residential Debris Removal Right-of-Entry Permit form
- Government Issued ID (Driver's license, passport, etc)(copies sent if submitted electronically)
- Insurance Policy
  - Declaration page
  - Debris Removal Coverage page
- Assessor's Parcel Number (APN)
- Signatures of All Owners, Trustees or Power of Attorney
- Trust or LLC Documents (If applicable)
  - 1<sup>st</sup> page of Trust, LLC etc.
  - Signature Authorization page
  - Power of Attorney signature page
  - Any other relevant pages
- Signed and notarized document for authorized agent (only required if property owner is not signing)

### Home owned by 1 or More People

All owners listed on the title of the home must:

- Sign the Residential Debris Removal Right-of-Entry Permit form
- Show government issued ID
- Signed and notarized document for authorized agent (only required if property owner is not signing)

### Home owned by a Trust, LLC or other Legal Entity

If a home is owned by a trust, LLC or other legal entity, please bring:

- The first page of the trust, LLC or other agreement
- The Signature Authorization page
- The power of Attorney Signature page
- Any other relevant pages

All trustees or signatories must sign the Residential Debris Removal Right-of-Entry Permit

**Submittal for unincorporated areas of the county can be made at the Shasta County Environmental Health Division, 1855 Placer Street #201, Redding, or the Debris Removal Operations Center (DROC), 1300 Hilltop Drive, Redding. You can also fax to 530-225-5413 or email to [scehd@co.shasta.ca.us](mailto:scehd@co.shasta.ca.us)**

**Submittal for properties within the City of Redding can be made at the City of Redding Permit Center at 777 Cypress Avenue, Redding, or at the Debris Removal Operations Center (DROC), 1300 Hilltop Drive, Redding. You can also fax to 530-225-4360 or email to [bldg@mail@cityofredding.org](mailto:bldg@mail@cityofredding.org)**

**Deadline for submittal is September 30<sup>th</sup>, 2018**