



DEPARTMENT OF RESOURCE MANAGEMENT

Building Division

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Build Shasta Web Portal Instructions

Below is list of permits and project that can be applied for through Build Shasta web portal. Additional forms, plot plans, and information may be required prior to issuance.

Red indicates additional requirements

Property owners applying for permits must fill out and attach the [Owner Builder Form](#)

Contractors must have the [Smoke & Carbon Monoxide Alarms Declaration](#) available on the job site for inspection

ELECTRIC APPLICATIONS

[Supplemental Electrical](#)

[Smoke & Carbon Monoxide Alarms Declaration](#)

- **Electric for AG building:** floor plan with electrical diagram must be attached, identify main panel location and any subpanel
- **Addition of electric to existing structure:** floor plan with electrical diagram must be attached, identify main panel location and any subpanel
- **Ag meter:** subject to management approval additional information may be required. Please describe purpose and operation

HVAC APPLICATIONS

[Smoke & Carbon Monoxide Alarms Declaration](#)

REROOF APPLICATIONS

[Re-Roof Supplemental \(Residential\) 2008 CEC](#)

[Re-Roof Supplemental \(Commercial\) 2008 CEC](#)

[Smoke & Carbon Monoxide Alarms Declaration](#)

- **All reroof applications:** provide type of material and roof square footage or number of squares in notes section

PLUMBING

[Smoke & Carbon Monoxide Alarms Declaration](#)

WATER HEATER

[Smoke & Carbon Monoxide Alarms Declaration](#)

RESIDENTIAL WOODSTOVE/FIREPLACE

[Smoke & Carbon Monoxide Alarms Declaration](#)

SIDING

[Smoke & Carbon Monoxide Alarms Declaration](#)

WINDOWS

[Smoke & Carbon Monoxide Alarms Declaration](#)

- **Windows-** retrofit only and floor plan showing rooms and locations must be attached