



# DEPARTMENT OF RESOURCE MANAGEMENT

## Building Division

1855 Placer Street, Suite 102

Redding, California 96001

Phone: (530) 225-5761 Fax: (530) 245-6468

Inspection Request Line: (530) 244-5068

Web: [building.co.shasta.ca.us](http://building.co.shasta.ca.us) Email: [resourcemanagement@co.shasta.ca.us](mailto:resourcemanagement@co.shasta.ca.us)

### DEMOLITION PLOT PLAN INSTRUCTIONS

(Rev: 10-23-2020)

#### AN ACCURATE PLOT PLAN IS NECESSARY TO PROCESS YOUR PERMIT

A plot plan is necessary to establish a clear “snapshot” record of all corrected development prior to demolition on the parcel and will reflect site conditions after demolition is complete. The demolition permit will be used by multiple agencies to confirm the building and their use have been removed from the property. After the final inspection different agencies may apply development impact and/or department of education school fee credit(s) to the parcel.

When preparing the plot plan, it may be helpful to think of how the property would look if you were flying above it and represent this on paper. You might start with an Assessor’s plat map (copies available at the Assessor’s office) for an accurate outline of your property.

An 8-1/2” x 11” size paper works well for drawing the property outline. Once the property outline is drawn, please draw the existing and proposed improvements (driveway, well, septic, disposal field, etc.), structures (home, garage, shop, etc.), uses (pasture, orchard, etc.), and features (creeks, drainages, etc.) for the property. Keep size proportionate, write in distances to show location, and label the use of all existing and proposed structures (such as house, mobile home, garage, or barn), as well as all items in the list below.

#### Make sure the following are shown on the plot plan:

1. Property owner’s name
2. Assessor’s Parcel Number for the property
3. Address of property
4. North arrow and scale
5. Acreage of property
6. Label all buildings to be removed and those to remain on site with dimensions to property lines and include the building square footage. Also identify whether the buildings are a mobile or manufactured home, conventionally framed house, pool house, garages attached and/or detached, and any others not specifically listed.
7. Identify all easements with dimensions (example... 30 foot wide utility easement with dimensions)
8. Identify the buildings served and the location of existing sewage disposal system with leach line locations and any well locations. Include all utility locations such as electric, cable, phone, water including meter location(s), and/or sewer connection.
9. Identify all roads, driveways, culverts, bridge or dry creek crossings on the parcel.
10. Indicate all drainage and waterway with distances to the toe or top of bank for seasonal or dry creek beds.
11. Nearest fire hydrant (if the parcel is located within a water district)

Note: If your project involves grading (cuts, fills, etc.), indicate the areas of cut and fill, include erosion control measures, and provide a slope cross-section if greater than 5%.