

**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)

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APPLICATION #: _____

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)	3 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.

PROCESSING YOUR PERMIT APPLICATION

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

Permit Applications & Fees:

- Application filing fees, which are due at time of submittal, cover plan review, zoning review, and /or other common application review tasks.
- Applications are valid for 180 days. **PRIOR** to expiration, you may submit a written request to extend the application. Applications may not be extended beyond one year from the original date of application.
- Once a permit application expires, no fees will be refunded for review and/or administrative tasks that have been completed. 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 for tasks that have not been completed may be refunded.
- 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 & Fees:

- Permit fees are due at the time the permit is issued. These fees cover the building & inspection fees, encroachment permit, traffic impact, dust mitigation, fire review and/or other applicable fees not covered with the application filing fees. (Note: If applicable, school fees are paid to the Shasta County Office of Education prior to issuance.)
- 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.

Development Impact Fees:

- Impact fees for residential construction are calculated per dwelling unit and are due prior to final inspection.
- Impact fees for commercial, offices, and industrial occupancies are calculated on square footage and are due at issuance.

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

Print Name

Date

Signature