



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: shastacounty.gov/resource-management Email: resourcemanagement@co.shasta.ca.us

LETTER OF INTENT

(Rev: 01-03-23)

My name is _____ and this letter is in reference to Building Permit Number _____ for the property I own, located at: _____

(Assessor's Parcel Number or address)

I acknowledge and agree that the available records show the structure(s) and/or land use(s) identified below and on the attached site plan are unpermitted and need to be brought into compliance by securing a building permit, or demolition permit for the structure(s), and/or discontinuing the unpermitted land use(s).

1. _____

Square footage (if applicable): _____

2. _____

Square footage (if applicable): _____

3. _____

Square footage (if applicable): _____

4. _____

Square footage (if applicable): _____

5. _____

Square footage (if applicable): _____

Check here if additional pages are attached

By signing the letter of intent, I intend to submit complete permit application(s) for the itemized structures/use above prior to the final inspection of Building Permit# _____. I understand and agree that a Certificate of Occupancy or Letter of Completion may not be issued until all compliance issues have been resolved. In addition, by signing this letter of intent, I understand and agree that a Notice of Non-Compliance (Shasta County Code 16.04.050) will be recorded on my property and will not be removed until all required land use and building permits are addressed and I have received final approval(s). I also understand that the Director of Resource Management or his designee reserve the authority to not accept a letter of intent and may require compliance with land use and building permit requirement prior to approval of Building Permit# _____.

Owner Signature: _____ Date: _____

- For County Use -

Authorization: Approved Denied Approved with Conditions

Conditions: _____

Signature: _____ Date: _____