



DEPARTMENT OF RESOURCE MANAGEMENT

Building Division

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

PROCESSING YOUR PERMIT APPLICATION

(Rev: 01-03-23)

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 12 months from the date of permit issuance, or
 - (3) If the work is suspended or abandoned for a period of 12 months.
- 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