Mono County
Community Development Department

PO Box 3569
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
Inspection hotline : 760.924.1827
commdev@mono.ca.gov

Building Division

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

BUILDING PERMIT APPLICATION

Contact the Building Permit Center at 760.924.1823 or 760.932.5420 to discuss specific submittal requirements. For *Over-the-Counter Permits*, include installation manuals for applicable mechanical equipment.

Scope of Work: _____

_____

Project Valuation*: **Job Site & APN:**

Conditioned Space sf _____ Garage/Storage sf _____ Covered Deck sf _____ Uncovered Deck sf _____

1. **Applicant** _____

   Telephone (_____) _____ E-mail _____

2. **Plan Check Contact**** _____

   Mailing Address _____ Physical Address _____

   City/State/Zip _____ E-mail _____

   Telephone (_____) _____ Fax (_____) _____

3. **Owner** _____

   Telephone (_____) _____ E-mail _____

4. **Contractor** _____ OR ☐ Owner/Builder

   Telephone (_____) _____ E-mail _____

   Contractor Lic. # _____ Mono County Business Lic. # _____

5. **Engineer/Architect/Plan Designer** _____

   Telephone (_____) _____ E-mail _____

The applicant warrants that the foregoing is true, and if any of this information is found to be incorrect, the permit may be revoked.

_____ _____
Owner/Applicant/Contact Signature Date

** Leave blank if project includes the addition of new square footage. Written estimates for labor and materials may be requested and/or the Building Division may alter a stated valuation to ensure accuracy.*

*** Listing a design professional is strongly recommended. Corrections/plan sets will be returned to the designated contact only.*

Revised 1/2013

Print Form

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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 8172, Civil Code):

Lender's name _____

Branch designation (if any) _____

Lender's address _____

☐ No lending agency

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LICENSED CONTRACTOR'S DECLARATION

For Mono County Building Permit Application

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.

Business name (DBA) _____

License class _____ License no. _____

Contractor signature _____

Date _____

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OWNER-BUILDER 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).):

____ 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: http://www.leginfo.ca.gov/calaw.html.

Signature of property owner or authorized agent

_____ Date _____

For Staff Use Only:

The following documentation has been presented to verify the property owner and his or her signature

❐ **California Drivers License** ❐ **Other** _____

Initials:_____

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WORKERS' COMPENSATION DECLARATION

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.

I hereby affirm under penalty of perjury one of the following declarations (must initial one of the following):

1. _____ 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._____

2. _____ I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are:

   Carrier_____ Policy number_____

   Expiration date_____

   Name of agent_____

3. ____ I certify that, in the performance of the work for which this permit is issued, I shall not employ in any manner so as to become subject to the worker's compensation laws of California, and agree that, if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant signature _____ Date _____

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AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of construction project (or description of work)

_____

Project location or address _____

Authorized agent _____

Address _____ Phone number _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Signature of property owner _____

Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

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NOTICE TO PROPERTY OWNER
(required when Owner-Builder Declaration is submitted)

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder.

We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

PROPERTY OWNER'S CERTIFICATIONS

By my signature below, I certify to each of the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this 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.

Signature of property owner or authorized agent _____

Date _____

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand and verify this information.

_____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an “Owner-Builder” building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

_____ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

_____ 3. I understand as an “Owner-Builder” I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

_____ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

_____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars ($500), including labor and materials, I may be considered an “employer” under state and federal law.

_____ 6. I understand if I am considered an “employer” under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each “employee.” I also understand my failure to abide by these laws may subject me to serious financial risk.

_____ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

_____ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent

owner(s) that result from any latent construction defects in the workmanship or materials.

_____ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

_____ 10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

_____ 11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

_____ 12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit.

Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Signature of property owner _____

MONO COUNTY PLAN SUBMITTAL REQUIREMENTS

GENERAL

1. ❑ Completed forms: permit application, water/sewer, street address, grading, encroachment
2. ❑ Four (4) full sets of plans (two wet-stamped) on minimum 18" x 24" plan sheets
3. ❑ Geotechnical documentation (two 8½" x 11"), if applicable
4. ❑ Engineering design (two wet-stamped, 8½" x 11")
5. ❑ Energy compliance documents (Title 24; two 8½" x 11")

SITE PLAN

6. ❑ Site plan drawn to scale with north arrow compass bearing
7. ❑ Lot coverage calculations
8. ❑ Lot dimensions and property lines
9. ❑ Location and dimensions of driveway and parking areas
10. ❑ Locations, dimensions and setbacks of existing and proposed structures, including any cargo containers, storage structures and propane tanks
11. ❑ Wildland Urban Interface defensible space (30' and 100' structure clearances) and fire-resistive construction requirements clearly indicated
12. ❑ Roof plan showing pitch of all portions of roof
13. ❑ Existing site topographical contour lines at minimum 2' intervals
14. ❑ Finished site topography showing cuts or fills on site plan and building elevations
15. ❑ Easements, rights of way, edges of pavement, and adjoining streets
16. ❑ Location of all utilities and points of connection
17. ❑ Location of natural features; i.e., streambeds, lakes, ponds, wetlands, rocky outcrops
18. ❑ Best Management Practices (BMPs) for storm water and sediment flow

ARCHITECTURAL/STRUCTURAL PLANS AND DETAILS

19. ❑ Comprehensive "Scope of Work" description including current Building Codes used for design
20. ❑ Drawn to scale w/scale noted on all sheets and details
21. ❑ Elevation plan w/dimensions
22. ❑ Foundation plan w/referenced details
23. ❑ Framing/structural plans with general notes, schedules, referenced details and coordinated with architectural plans (Manufacturer's submittals for Manufactured Homes)
24. ❑ Floor plan w/referenced details (Manufacturer's submittals for Manufactured Homes)
25. ❑ Section views w/dimensions (Manufacturer's submittals for Manufactured Homes)
26. ❑ Electrical, mechanical, plumbing plans (Manufacturer's submittals for Manufactured Homes)
27. ❑ Detailed outdoor lighting plan on all elevations and outdoor fixture details (e.g., "spec" sheet)
28. ❑ Construction Waste Management Plan, if applicable
29. ❑ Fire sprinkler design, if applicable
30. ❑ Note CalGreen requirements, if applicable: reduction of water use, seal openings with rodent-proof material, operation manual folder, VOC emission limits, cover mechanical equipment and manage dust entry into FAUs, wood framing moisture content, and bathroom exhaust fans.

LANDSCAPE INFORMATION

31. Will this project include the installation of irrigated landscape? ❑ Yes ❑ No
32. If you answered yes to #31, will the irrigated area be =/> than 2,500 sq ft? ❑ Yes ❑ No
33. ❑ Location of "smart" irrigation controllers on landscaping plans

DEFINITIONS FOR PLAN SUBMITTAL REQUIREMENTS

GENERAL:

1. **Completed permit application package:** All projects require a building permit application. Additional forms required for some projects may include: water/sewer questionnaire, grading permit questionnaire, request for street address, and encroachment permit application.
2. **Plans:** Provide four complete sets of plans, two with wet stamps, on minimum 18" x 24" plan sheets.
3. **Geotechnical documentation:** Include soil class determination based on the tables in the California Building Code or an engineered soils report for new construction or additions to structures. Previous soils reports for subdivisions may be considered if accompanied by a current review letter from a Geotechnical Engineer stating that the report is applicable to the proposed project.
4. **Engineering design:** Other than projects that meet Conventional Light Construction code provisions, all new construction and alterations involving adding or modifying structural members require engineering design. Each plan sheet produced by the California licensed professional and the 8½" x 11" design submittals must be wet-stamped, signed and dated prior to the issuance of the Building Permit.
5. **Energy compliance documents (Title 24):** All new construction and alterations involving the addition of square footage require CF-1R energy calculations/submittals, and some may require a CF-1R alt, like window replacements.

SITE PLAN:

Site plans are required for all permit applications as part of the plan set submittal.

6. **Compass bearing w/north arrow and site plans drawn to scale:** The north arrow should be taken from a compass and the site should be drawn to scale (for example, 1" = 10' or 1" = 20').
7. **Lot coverage calculation:** The lot coverage (measured in square feet) includes driveways, parking areas, building footprints, and any other impervious surfaces.
8. **Lot dimensions and property lines:** Show the width and depth of the lot. The property lines shall be verified in one of two ways:
   - **When the structure is < 20 feet from the required setback:**
     1) Conclusive proof is required by a survey pin, hub, and/or monument;
     2) The proposed structure's footprint has been staked and verified by an architect or engineer; or
     3) Other conclusive proof acceptable to the building official.
   - **When the structure is > 20 feet from the required setback:**
     1) Reasonable proof is required by a survey pin, hub, and or monument;
     2) Wood stake or rebar stake;
     3) The lot is of substantial size & the proposed structure is well within the setback requirements; or
     4) Survey pins from adjacent lots that are close to the property line in question.
9. **Location and dimensions of driveway and parking areas:** Include the slope, dimensions and area of all driveways and parking areas, and identify the finished surface material.
10. **Locations, dimensions and setbacks of existing and proposed structures:** Show the locations, outside dimensions (width, depth, height), and setbacks to property lines and to other structures of all existing and proposed structures on site, including any cargo containers, storage structures, and/or propane tanks.
11. **Wildland Urban Interface requirements:** The California Building Code requires every project within Mono County to meet the following fire-resistive provisions for new structures**: (a)** Defensible Space: 30' and 100' structure clearances clearly indicated; **(b)** Class A roofing materials; **(c)** No eave venting or exposed eave construction; **(d)** Fire-resistive siding; **(e)** One pane of tempered glass at all exterior windows; **(f)** Fire-resistive doors; and **(g)** Fire-resistive deck construction. Include details of State Fire Marshal-approved products.
12. **Roof plan showing pitch of all portions of roof:** Show roof slope (4/12, 6/12, etc.) and all eaves.
13. **Topographical contour lines:** Show at minimum 2' vertical intervals; where overall lot grade is 2' or less, owner signature and date on each submitted site plan must certify that the site has less than a 2' grade change.
14. **Finished site topography for proposed cuts or fills:** All proposed cuts and fills shall be included on the site plan indicating before and after elevations.
15. **Easements, rights of way, edges of pavement, and adjoining streets:** Site plans shall show all recorded easements, rights of way, pavement edges, and/or adjoining streets.
16. **Location of all utilities and points of connection:** Show the location and connection points of all utilities.
17. **Location and setbacks to natural features:** Show the setbacks and locations of all streambeds, lakes, ponds, wet areas/marshes and rock outcroppings.

18. **Best Management Practices (BMPs):** Indicate on-site BMPs of storm water and sediment flow to prevent erosion and sediment transport off the construction site.

ARCHITECTURAL/STRUCTURAL PLANS:

19. **Scope of work description including current Building Codes used for design:** Scope of work, occupancy group and type of construction (SFR with Garage = Occupancy Group R-3/U and Type of Construction = V-B), and current building codes referenced are required on the title sheet of each set of submitted plans.
20. **Drawn to scale:** Note scale on all sheets and details. The typical scale used for plans, other than the site plan, is ¼" = 1'- 0".
21. **Elevation plan with dimensions:** Show dimensioned exterior views of all sides of the project. Label each view by the direction it faces (north, south, east or west). If the project is located on sloping ground, this should be reflected in these views. The finished height of the project must be shown on these views.
22. **Foundation plan with reference details:** Detail dimensions, reinforcement, anchor bolts, hold-downs and construction specifications of all retaining walls, stem walls and footings.
23. **Framing/structural plans:** Thoroughly detail all structural elements as required by the structural calculations/design sheets. Provide a separate plan for each level (1st floor, 2nd floor, roof).
24. **Floor plans:** Show details of room, window, door locations and sizes. References should include applicable construction schedules and coordination with engineering plan sheets.
25. **Section views with dimensions:** Provide dimensioned vertical cut views through the structure sufficient to show typical construction, floor/wall/ceiling heights, etc.
26. **Electrical, Mechanical, and Plumbing plans:** Show locations of all required electrical panels, outlets, fixtures, smoke detectors, ventilation fans, FAU, hot-water heaters, gas supply, water supply, etc.
27. **Outdoor lighting:** Provide outdoor lighting details on all elevations (include on electrical plans) and outdoor fixture details (e.g., "spec" sheet) in compliance with Dark Sky Regulations if project is located south of Walker Canyon.
    - **Note:** Outdoor lighting is required to meet California Energy Code requirements as well.
28. **Construction Waste Management Plan:** Provide a plan demonstrating 50% diversion of construction and demolition waste from the landfill for new construction.
29. **Fire sprinkler design:** Fire sprinklers with an adequate water supply are required for new residential construction.
30. **CalGreen requirements, note compliance with the following:** either the prescriptive flow rates or a 20% reduction from baseline for water use, construction openings larger than ¼" shall be sealed with a rodent-proof material, operation manual folder, VOC emission limit tables, covering mechanical dust and prevention of dust entry into FAUs, wood framing shall not be enclosed if moisture content exceeds 19%, and bathrooms shall have ENERGY STAR-rated, humidistat-controlled exhaust fans.

LANDSCAPE INFORMATION:

31. Minimum thresholds triggering the landscape ordinance:
    (1) New construction and rehabilitated landscapes for public agency projects and private development projects with a landscape area equal to or greater than 2,500 square feet requiring a building permit;
    (2) New construction and rehabilitated landscapes which are developer-installed in single-family and multi-family projects with a landscape area equal to or greater than 2,500 square feet requiring a building permit;
    (3) New construction landscapes which are homeowner-provided and/or homeowner-hired in single-family and multi-family residential projects with a total project landscape area equal to or greater than 5,000 square feet requiring a building permit.

    Note: New state law may trigger additional landscape requirements. Please consult a CDD planner.
32. See #31.
33. Landscaping plans shall show utilization of "smart" irrigation controllers that account for weather and/or soil moisture inputs.

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APPLICABLE 2013 CALIFORNIA BUILDING CODES AND DESIGN STANDARDS

Administrative Code	Fire Code	Plumbing Code
Electrical Code	Green Building Standards Code	Referenced Standards Code
Energy Code	Historical Building Code	Residential Code
Existing Building Code	Mechanical Code	

Building Code, including Appendices: C (Agricultural Buildings)

SEISMIC DESIGN CATEGORY: "D" **CLIMATE ZONE:** 16

SOILS DOCUMENTATION: All structures **WIND LOAD:** 90 mph (3 second gust) Exposure "C"

FROST DEPTH: 18" below exterior finished grade minimum

SNOW LOADS:

- High desert area roofs (*): Terrain Category D/Flat unobstructed areas ASCE7-10 Table 7-2 *Ce*=0.9.
- All other roofs: Terrain Category B/Partially Exposed ASCE7-10 Table 7-2 *Ce* = 1.0.
- All roofs: ASCE-10 Table 7-3 Thermal Factor *Ct* = 1.1.
- All roofs: ASCE-10 Table 71.5-2 Importance Factor I_s = 1.0.
- Use Fig. 7-2b graph in ASCE-10 and "All Other Surfaces" curve for determination of Cs if roof meets criteria for slope reduction.

GROUND SNOW LOAD p_g PSF - ROOF SNOW LOAD p_f CONVERSION TABLE

HIGH DESERT LOCATIONS	ELEVATION	GROUND SNOW LOAD p_g (psf)	FLAT ROOF SNOW LOAD p_f =(.7)(0.9* or 1.0=C_e)(1.1=C_t)(1.0=I)p_g = (psf)
Chalfant Valley*	4,200 ft	55 psf	**38 psf**
Hammil Valley*	4,500 ft	55 psf	**38 psf**
Paradise*	5,000 ft	55 psf	**38 psf**
Topaz*	5,000 ft	55 psf	**38 psf**
Coleville*	5,100 ft	55 psf	**38 psf**
Benton*	5,400 ft	55 psf	**38 psf**
Walker*	5,400 ft	55 psf	**38 psf**
Bridgeport	6,470 ft	65 psf	**50 psf**
Mono City	6,899 ft	75 psf	**58 psf**
Long Valley (east of US 395)	7,000 ft	80 psf	**62 psf**
Tom's Place	7,000 ft	80 psf	**62 psf**
MOUNTAIN AREA LOCATIONS	**ELEVATION**	**GROUND SNOW LOAD p_g (psf)**	**FLAT ROOF SNOW LOAD p_f =(.7)(1.0=C_e)(1.1=C_t)(1.0=I)p_g = (psf)**
Swall Meadows	6,400	100 psf	**77 psf**
Sonora Junction	6,500	155 psf	**119 psf**
Rancheria Estates	6,600	105 psf	**81 psf**
Pickel Meadow	6,800	155 psf	**119 psf**
Lee Vining	6,800	120 psf	**92 psf**
Long Valley (west of US 395)	7,000	125 psf	**96 psf**
Lundy Lake (lower)	7,000	150 psf	**116 psf**
Crowley Lake	7,000	125 psf	**96 psf**
Bald Mountain/Arcularius	7,100	150 psf	**116 psf**
Twin Lakes	7,200	140 psf	**109 psf**
Devil's Gate	7,400	155 psf	**119 psf**
Crestview	7,500	150 psf	**116 psf**
Swauger Creek	7,500	150 psf	**116 psf**
Convict Lake	7,580	155 psf	**119 psf**
June Lake	7,600	155 psf	**119 psf**
Lundy Lake (upper)	8,000	285 psf	**220 psf**
Virginia Lakes	9,600	285 psf	**220 psf**

MONO COUNTY HEALTH DEPARTMENT
Environmental Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

WATER/SEWER
QUESTIONNAIRE

OWNER _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (_____) _____ E-MAIL _____

PROPERTY LOCATION _____ ASSESSOR'S PARCEL # _____

EXISTING FACILITIES

❑ Residence with _____ Bedroom(s) _____ Bathroom(s) ❑ Family room ❑ Garage
❑ Guest quarters with _____ Bedroom(s) _____ Bathroom(s)

WATER SUPPLY:
❑ Private: ❑ On site ❑ Off site ❑ Well ❑ Spring ❑ Stream ❑ Other _____
Water Treatment: ❑ Filtration ❑ Chlorination ❑ Other _____
Coliform analysis completion date _____ Results _____
❑ Public: Name of water system _____

SEWAGE DISPOSAL:
❑ Private: ❑ On site ❑ Off-site approved for ❑ Residence ❑ Guest quarters
❑ Public: Name of sewer district _____

PROPOSED ADDITIONS

❑ New construction ❑ Remodel ❑ Addition _____
❑ Residence with _____ Bedroom(s) _____ Bathroom(s) ❑ Family room ❑ Garage
❑ Guest quarters with _____ Bedroom(s) _____ Bathroom(s) ❑ Other _____

WATER SUPPLY:
❑ Private: ❑ On site ❑ Off site ❑ Well (please submit well permit application)
❑ Spring
❑ Public: Name of water system _____

SEWAGE DISPOSAL:
❑ Private: ❑ On site ❑ Off-site system (please submit septic permit application)
❑ Public: Name of sewer district _____

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Environmental Health Use Only:
❑ Approved
❑ Approval pending receipt of:
❑ Septic permit application ❑ Well permit application ❑ Record of easement
❑Will-serve letter for ❑ Water ❑ Sewer

Environmental Scientist _____ Date _____

MONO COUNTY
DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

GRADING PERMIT QUESTIONNAIRE

This questionnaire is designed to help the Department of Public Works determine whether a grading permit is required for your proposed project. Please answer all the following questions, provide project information, and sign the questionnaire.

The following questions apply to grading activities associated with your project, but does not apply to work to be done within the footprint of your building if this questionnaire is being completed in conjunction with a Building Permit. For example, do not consider excavation for a basement – the Building Permit covers that; but do consider excavation for a driveway to a garage in the basement.

	YES	NO
1. Will you remove the vegetation from more than 10,000 square feet of land?	☐	☐
2. Will you excavate for an underground storage tank larger than 10,000 gallons?	☐	☐
3. Will you excavate 200 or more cubic yards of soil and/or rock?	☐	☐
4. Will your excavation be over 4 feet in depth at any point?	☐	☐
5. Will your excavation be closer than 2 feet to any property line?	☐	☐
6. Will any excavation slopes be steeper than 2:1 (horizontal to vertical)?	☐	☐
7. Will your excavation slopes be bare soil without vegetation?	☐	☐
8. Will you fill more than 200 cubic yards of soil and/or rock?	☐	☐
9. Will you fill three feet or more in depth at any point?	☐	☐
10. Will you fill closer than two feet to any property line?	☐	☐
11. Will you fill on ground having a natural slope steeper than 5:1 (horiz. to vertical)?	☐	☐
12. Will you construct a fill that has slopes steeper than 2:1 (horizontal to vertical)?	☐	☐
13. Will your fill slopes be bare soil without vegetation?	☐	☐
14. Will you excavate, fill, or clear on or within, any property such that soil or debris washed, eroded, or moved from the property by natural or artificial means creates a public nuisance or hazard on other property or road?	☐	☐
15. Will you modify, re-direct, obstruct, divert, or interfere with natural or artificial surface drainage swales, ditches, gutters, or other improved or unimproved drainage channels or drainage ways?	☐	☐

If all questions were answered no, a grading permit is not required; please return the completed questionnaire to the Department of Public Works. If completing this in conjunction with a Building Permit, please include it with your Building Permit application.

If any question was answered yes, a grading permit *is* required. Please contact the Department of Public Works to request a grading permit application.

Project Location

Street Address: _____ Town: _____

Assessor's Parcel No.: _____ Subdivision: _____

Property Owner

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

_____ Fax Number: _____

Certification Statement

I certify under penalty of perjury in accordance with the laws of the State of California that I am the owner*, or have authority to act on behalf of the owner**, of the above-described property and that the answers to the foregoing questions are true and correct to the best of my knowledge. I hereby agree to defend, indemnify, and hold harmless the County of Mono, its officers, and employees for any damage and/or expenses arising as a result of an incorrect answer(s) to any of the above questions.

Owner / Agent Signature: _____ Date: _____

* Owner is defined by Mono County Code section 13.08.020 as "the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work subject to this chapter [Mono County Code Chapter 13.08] is planned, where the applicant represents that the property interest encompasses and allows the type of work sought to be performed pursuant to the permit."

** A valid "Owner's Statement and Authorization of Agent to Act on Owner's Behalf" must be completed and on file with Public Works.

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REQUEST FOR STREET ADDRESS

Consistent with applicable statutory requirements, disclosure of street address information is confidential in nature and should not be disclosed to anyone other than the property owner or the property owner's authorized agent.

With this in mind, all requests for street address numbers must be either: 1) made in person at the office of the Mono County Department of Public Works (Public Works); or, 2) made on this form, which should be completed, signed, and returned to Public Works at the address above.

We apologize for any inconvenience this may cause and appreciate your anticipated cooperation concerning this matter. Should you have questions, please contact Public Works at (760) 932-5440.

Please describe the structure by checking the appropriate box:

- ☐ Single Family Residence
- ☐ Second Dwelling Unit on Same Parcel
- ☐ Apartment – Bldg. or Unit No.: _____ (if applicable)
- ☐ Condominium – Bldg. or Unit No.: _____ (if applicable)
- ☐ Business Name: _____
- ☐ Vacant Lot (note: street addresses are not typically assigned to vacant parcels)
- ☐ Other – Please explain: _____

Project Location

Assessor's Parcel No.: _____ Community: _____

Street Name: _____ Cross-Street: _____

Property Owner

Name: _____ Phone: _____

Mailing Address: _____
City *State* *Zip*

Agent's Name: _____ Phone: _____

Owner / Agent Signature: _____ Date: _____

---------- Space below reserved for Public Works use only ----------

Assigned Address: _____ By (initial): _____ ☐ Sent to Bldg. Dept.

Mono County
Community Development Department

PO Box 3569
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
inspection hotline: 760.924.1827
commdev@mono.ca.gov

Building Division

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

ENCROACHMENT PERMIT QUESTIONNAIRE

The purpose of this questionnaire is to assist with determining whether an encroachment permit is required for your project, and from which agency. Please answer all of the following questions, provide project information, and sign the questionnaire.

	YES	NO
1. Is access taken from a County road/right-of-way?	☐	☐
a. Will new access be constructed?	☐	☐
b. If access currently exists, will the current driveway apron be modified?	☐	☐
c. If access currently exists, will the current finished surface be modified?	☐	☐
2. Will any work occur within a County right-of-way or County road?	☐	☐
3. Is access, either existing or to be constructed, taken from a State road/right-of-way?	☐	☐

If question #3 was answered yes, *Caltrans* must be contacted regarding the project even if access and/or a Caltrans encroachment permit currently exists. Please contact Gayle Rosander at 760.872.0785 or gayle_rosander@dot.ca.gov.

If a Mono County encroachment permit is required, the Public Works Department will contact the property owner.

Project Location

APN:_____ Street Address: _____

Road from which access is taken: _____

Property Owner

Name: _____ Email: _____

Address: _____ Phone:_____

Certification Statement

I certify under penalty of perjury in accordance with the laws of the State of California that I am the owner*, or have authority to act on behalf of the owner**, of the above-described property and that the answers to the foregoing questions are true and correct to the best of my knowledge. I hereby agree to defend, indemnify, and hold harmless the County of Mono, its officers, and employees for any damage and/or expenses arising as a result of an incorrect answer(s) to any of the above questions.

Owner / Agent Signature: _____ Date: _____

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REFERENCE DOCUMENTS

Documents and information also available at the Permit Center counters

California Building Standards Commission, California Building Codes
http://www.bsc.ca.gov/ or codes online at http://www.bsc.ca.gov/pubs/codeson.aspx

Mono County Code, Buildings and Construction (Title 15)
https://www.municode.com/library/#!/ca/mono_county/codes/code_of_ordinances?nodeId=TIT15BUCO

Mono County Building Division
http://monocounty.ca.gov/building

- Building permit applications
- References for fire sprinkler requirements
- 2013 California Green Building Standards Code General Information
- Energy efficiency standards
- Fire restrictive construction requirements
- Stair requirements for residential decks
- Minor permit requirements for deck additions
- Building inspection card

Mono County Public Works Department Documents
http://www.monocounty.ca.gov/roads/page/road-forms-and-applications

- Encroachment permit application, example, driveway diagram examples, provisions
- Grading permit application
- Street address or sign requests

Dark Sky Regulations, General Plan Land Use Element, Chapter 23 (p. 303)
http://monocounty.ca.gov/sites/default/files/fileattachments/planning_division/page/812/2013_land_use_elem_w.ch_06.pdf

Living Light Guide
An overview of the process to build in Mono County, and general considerations for Mono County's unique environmental character and landscapes.
http://monocounty.ca.gov/building/page/living-light-guide

Design Guidelines
Assistance for property owners and designers in understanding the County's goals for high quality development that is sensitive to the unique character of the county and its communities.
http://monocounty.ca.gov/sites/default/files/fileattachments/planning_division/page/812/design_guidelines.pdf

Low-Impact Development (LID) and Green Development Guide
Alternative development regulations to keep polluted runoff water out of the rivers and lakes, use the chemical properties of soil and plants to remove pollutants from water, design subdivisions to clean their stormwater rather than dumping it into streams or lakes, and preserve the natural water flow of the site.
http://monocounty.ca.gov/sites/default/files/fileattachments/planning_division/page/812/lid.green_.development.guide_.pdf

Water, Landscaping and Plant Guides

- Planning for water-wise development in the Sierra (Sierra Nevada Alliance): http://sierranevadaalliance.com/wp-content/uploads/2014/02/PlanningforWaterWiseDevelopment.pdf
- Plants that thrive in Eastern Sierra gardens: http://monocounty.ca.gov/building/page/plants-thrive-eastern-sierra-gardens

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