Print Form

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

MINOR 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

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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

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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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