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

CONTRACTOR DECLARATIONS

For Mono County Building Permit Applications

California Licensed Contract's Declaration:

I, _____, hereby affirm under penalty of perjury that I am
(print name)

licensed under provisions of Chapter 9 - Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class: _____ License #: _____ Expiration: _____

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, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ 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.

☐ 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.

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and one hundred thousand dollars ($100,000), in addition to the cost of compensation, damages as provided for in Labor Code §3706, interest, and attorney fees.

Do you have a current County of Mono Business License? ☐ Yes ☐ No

Current Business License #_____

☐ I hereby certify that the use of this facility shall comply with Sections 25505, 25533, and 25534 of the California Health and Safety Code, which regulate the storage, handling, and use of hazardous materials.

☐ Copies of the required Environmental Protection Agency notification forms are attached.

☐ Notification in accordance with Section 19827.5 of California Health & Safety Code is not applicable to the scheduled construction of this project.

Expiration Notice:

Application is hereby made to the Building Official for a Building Permit with a maximum project timeline of three years from the date of issuance. Issued Building Permits shall be subject to the conditions and restrictions set forth on this application including the following expiration limitations:

- This application will expire by limitation 180 days from the date of receipt of the completed Mono County Building Division Building Permit application, the complete submittal of plan-check documents, and the payment of plan-check fees.
- Should this application expire, a new building permit application must be completed/resubmitted to the County of Mono Building Division including the complete submittal of plan-check documents and the payment of plan-check fees.

Construction Noise Limitations:

Operating or causing the operation of any tools or equipment used in construction, drilling, repair, alteration, or demolition work is not allowed between weekday hours of 7 p.m. and 7 a.m., or at any time on Sundays, weekends or holidays, such that the sound therefrom creates a noise disturbance across a residential or commercial real property line, except for emergency work of public service utilities or by variance issued by the Planning Commission.

I hereby certify that I have read this application and the above information is correct. I agree to comply with all laws relating to building construction and acknowledge it is unlawful to alter the substance of any official form or document issued and approved by Mono County. The signature on this document authorizes representatives of Mono County to enter the property noted on the issued building permit for inspection purposes and enforcement of all code provisions per the terms and conditions of the California Building Code and Mono County Ordinances.

Signature: _____ Date: _____

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OWNER-BUILDER DISCLOSURES

Important! Notice to 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:

_____.

Mono County Building is 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.

A Building Permit shall not be issued until you have initialed your understanding of each of the 12 listed provisions, signed, and returned this form to the Mono County Building Division.

Owner's Acknowledgment and Verification of 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/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/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 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/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 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 Mono County Building Division 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 property licensed and the status of their workers' compensation insurance coverage.

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.

This form must be completed and signed by the property owner and returned to the Mono County Building Division prior to permit issuance.

Signature of Owner: _____ Date: _____

Note: The following Authorization Form is required to be completed by the property owner when designating an agent of the property owner to apply for an owner-builder construction permit, grading permit, or encroachment permit.

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 a building permit for my project.

Scope of Construction Project (or Description of Work): _____

Name of Authorized Agent: _____ Email: _____

Address: _____ Phone: _____

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.

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

Signature of Owner: _____ Date: _____

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