

**Mono County
Community Development Department
Building Division**

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

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.

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 properly 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

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 1/4" = 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 1/4" 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 2010 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) and I (Patio Covers)		

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 $C_e=0.9$.
- All other roofs: Terrain Category B/Partially Exposed ASCE7-10 Table 7-2 $C_e = 1.0$.
- All roofs: ASCE-10 Table 7-3 Thermal Factor $C_t = 1.1$.
- 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 C_s 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 $p_f = (.7)(0.9^* \text{ or } 1.0=C_e)(1.1=C_t)(1.0=I)p_g =$ = (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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will you excavate for an underground storage tank larger than 10,000 gallons? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will you excavate 200 or more cubic yards of soil and/or rock? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will your excavation be over 4 feet in depth at any point? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will your excavation be closer than 2 feet to any property line? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will any excavation slopes be steeper than 2:1 (horizontal to vertical)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will your excavation slopes be bare soil without vegetation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will you fill more than 200 cubic yards of soil and/or rock? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will you fill three feet or more in depth at any point? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will you fill closer than two feet to any property line? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will you fill on ground having a natural slope steeper than 5:1 (horiz. to vertical)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Will you construct a fill that has slopes steeper than 2:1 (horizontal to vertical)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Will your fill slopes be bare soil without vegetation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |

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.



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

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? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Will new access be constructed? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. If access currently exists, will the current driveway apron be modified? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. If access currently exists, will the current finished surface be modified? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will any work occur within a County right-of-way or County road? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is access, either existing or to be constructed, taken from a State road/right-of-way? | <input type="checkbox"/> | <input type="checkbox"/> |

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)

http://www.monocounty.ca.gov/online_services/documents/cocode/level1/T15.html

Mono County Building Division

http://www.monocounty.ca.gov/cdd%20site/Building/building_home.htm

- Building permit applications
- References for fire sprinkler requirements
- 2010 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/online_services/applications.htm#pw

- 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. 294)

http://www.monocounty.ca.gov/online_services/documents/land.dvp.regs.2010.pdf

or <http://www.monocounty.ca.gov/cdd%20site/Planning/Documents/Chapter23DarkSky.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/cdd%20site/Planning/Documents/living.light.guide.pdf>

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://www.monocounty.ca.gov/online_services/documents/designguidelines_001.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://www.monocounty.ca.gov/online_services/documents/LID.green.development.guide.pdf

Water, Landscaping and Plant Guides

- Drought tolerant plant guide (Mammoth Community Water District):
http://www.mcwd.dst.ca.us/Conservation/Plant_Brochure_Web.pdf
- Planning for water-wise development in the Sierra (Sierra Nevada Alliance):
http://www.sierranevadaalliance.org/publications/db/pics/1218735464_22191.f_pdf.pdf
- Plants that thrive in Eastern Sierra gardens:
<http://www.monocounty.ca.gov/cdd%20site/Planning/Documents/Plantlistwflowers.pdf>

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