

LASSEN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION APPLICATION PROCESS
707 Nevada Street - Susanville, CA 96130
(530) 251-8137 or 251-8269

The following guidelines have been prepared to assist you through the building permit process. Staff will be happy to answer any questions you may have. No work should be done on the job site until a building permit is obtained or has been issued by the County.

PHASE ONE: SUBMITTAL AND ACCEPTANCE OF THE BUILDING PERMIT APPLICATION

It is the responsibility of the applicant to submit a complete application containing the following information. Following these procedures will allow us to process your permit in a timely manner.

√ Check when completed:

- A. Name of the property owner of record (found on property tax bill or property deed), mailing address and phone number
- B. Assessor's Parcel Number(s) and parcel size.
- C. Job site address: Typically six digits, with the exception of Westwood and Bieber areas. The Lassen County House Numbering Coordinator assigns the house numbers, 251-8261 (please provide the Assessor's Parcel number).
- D. Contractor's name (if applicable), license number, mailing address and phone number.
- E. Signatures needed:
 - Owner/Builder: Property owner of record, or their authorized agent, must sign application (if an authorized agent is used, an Authorized Agent form, signed by the property owner and authorizing a second party to sign on their behalf, must be submitted). If a contractor is not being used, the property owner must also sign the workman's compensation portion of application.
 - Contractor: If utilized, a contractor *licensed by the State of California* must sign the contractor's portion, including the workman's compensation verification; contractor may also sign on behalf of the property owner. A copy of the contractor's license, as well as a current certificate of workman's compensation insurance, must be on file with this office. Contractor may only perform work within the classification of his license. *(If a contractor is hired to perform work after an application has been issued, please notify the Building Official.)*
- F. Prior to acceptance of the application, Planning Division staff conducts a review to determine zoning and land use consistency. Additional applications may be required at this time (e.g., Use Permit, Variance, Design Review, Certificate of Conditional Use, Certificate of Compliance). The description of the *type of work* on the permit application should be as complete and thorough as possible to assist staff in this review.
- G. Incremental Development Agreement: The county does not allow the installation of septic systems, wells or electrical on undeveloped land unless a written agreement stating the intended use of the land is executed. This form must be signed by the property owner.

If your project involves:	You will need to submit:
<input type="checkbox"/> Residence, garage, barn, storage building, commercial structure, remodels, additions, etc. <i>Recommended attachments:</i> <ul style="list-style-type: none"> • <i>Required contents for plot plans</i> 	<ul style="list-style-type: none"> • Building permit application. • 3 sets of detailed plans, drawn to ¼” scale. • 3 copies of plot plan drawn to scale. • If septic and well are included in the application, approved Health Dept. forms must be submitted at this time.
<input type="checkbox"/> Septic/leachfield system (new/modification) <i>Recommended attachments:</i> <ul style="list-style-type: none"> • <i>Health Dept. approval form</i> • <i>Contents for plot plans</i> 	<ul style="list-style-type: none"> • Building permit application. • Health Department approval forms (approved and signed by the Dept. of Public Health prior to submittal of application). • Incremental Development Agreement, if applicable.
<input type="checkbox"/> Well (new/modification) <i>Recommended attachments:</i> <ul style="list-style-type: none"> • <i>Health Dept. approval form</i> • <i>Contents for plot plans</i> 	<ul style="list-style-type: none"> • Building permit application. • Health Department approval forms (approved and signed by the Dept. of Public Health prior to submittal of application). • CA licensed contractor’s signature on permit. • Incremental Development Agreement, if applicable.
<input type="checkbox"/> Electrical service upgrade, LPG tank/lines, furnace, etc.	<ul style="list-style-type: none"> • Building permit application.
<input type="checkbox"/> Roof (new, repair)	<ul style="list-style-type: none"> • Building permit application. • Copy of Contractor’s bid, if applicable.
<input type="checkbox"/> Mobile/Manufactured home on piers <i>Recommended attachments:</i> <ul style="list-style-type: none"> • <i>Contents for plot plans</i> 	<ul style="list-style-type: none"> • Building permit application. • 2 copies of Manufacturer’s Installation instructions. • 3 copies of plot plan. • If new, copy of contract indicating purchase price and Dealer’s Report of Sale form. • If used, copy of bill of sale. • Information regarding unit: manufacturer, year, serial numbers, HUD/Insignia label numbers, value, size, floor plan, snow load verification.
<input type="checkbox"/> Mobile/Manufactured home on foundation <i>Recommended attachments - HCD Packet:</i> <ul style="list-style-type: none"> • <i>Contents for plot plans</i> • <i>HCD Form 433A</i> • <i>Notice to Assessor HCD 433B</i> • <i>Tax Collector’s prepaid taxes form</i> • <i>Dealer Report of Sale (new units only)</i> 	<p>SUBMIT WITH APPLICATION:</p> <ul style="list-style-type: none"> • Building permit application. • 3 sets of foundation plans stamped by a California-licensed engineer. • 2 copies of Manufacturer’s Installation instructions. • 3 copies of plot plan. • Copy of contract indicating purchase price. • Information regarding unit: manufacturer, year, serial numbers, HUD/Insignia label numbers, value, size, floor plan, snow load verification. • HCD forms 433A & 433B. • Copy of the current property deed. • Check or money order made payable to the State of CA, Dept. of Housing, for \$11.00 for each transportable section of the unit. • Check or money order made payable to County Recorder’s Office for \$10.00 for recording fees. • If new unit, Dealer’s Report of Sale form. • If used unit, certificate of title and registration and any license plates or license decals issued by either HCD or DMV. • Tax Collector’s “Request for Taxes to be paid” form.

OTHER:

PHASE TWO: INTERNAL REVIEW/PLAN CHECK PROCESS

If the project does not involve a plan check (e.g., septic, well, electrical service upgrade), proceed to PHASE THREE.

- Upon submittal, the application is reviewed by the Building Official. If deficiencies exist or additional information is required to assist in the plan check process, the applicant will be notified. If the application is not complete, it will be returned to allow applicant to re-submit a complete application package.
- When submitting project applications a plan check fee deposit is required. The deposit amount is an estimate and may not reflect the actual plan check fee. The fee is based on the square footage and varies depending on the project.*
- Upon acceptance as complete, the application will be routed by staff to the following reviewing departments/agencies (if applicable).
 - County Fire Warden: Compliance with County Ordinance 502 (Fire Safety Standards).
 - County Road Department: Compliance with county road encroachment requirements.
 - County Health Department: Verification of adequate septic system and/or water quality/quantity may be required **prior to permit issuance.**
- Any additional requirements/conditions imposed by these departments will be provided to the applicant prior to or at the time the permit is issued.
- The inspectors will simultaneously perform a plan check to ensure the plans are in compliance with the code.

NOTE: If additional requirements are imposed, **it is the responsibility of the applicant to contact the appropriate agencies and make arrangements to satisfy those requirements.**

PHASE THREE: PERMIT ISSUANCE

- Agency review forms indicating any requirements/conditions must be returned to the County prior to permit issuance and will be attached to the building permit.
- School and fire development fee forms: If the property lies within a district that imposes developer fees, this office will calculate the square footage and provide the applicant with a form to present to the district. This form, signed by the district following payment of required fees, must be returned to this office prior to permit issuance.
- County building permit fees are calculated and collected from the applicant at this time. Permit is issued.

PHASE FOUR: CONSTRUCTION PHASE

- Please follow instructional handouts provided with your permit application and plans. Applicant should contact other departments and work on satisfying their requirements at this time (e.g., Road Dept., Health Dept., Fire Warden).

PHASE FIVE: COORDINATE FINAL INSPECTIONS/FINAL CERTIFICATES OF OCCUPANCY ISSUED

- A. In addition to final inspections performed by the County, the following final inspections may apply:
 - COUNTY ROAD DEPARTMENT: It is the applicant’s responsibility to contact the Road Dept. and request a final inspection of any road improvements imposed on a project. Written clearance from the Road Dept. must be provided to this office prior to issuance of the certificate of occupancy.
 - COUNTY HEALTH DEPARTMENT: It is the applicant’s responsibility to contact the Health Department and request a final inspection of any outstanding permits for a well or a septic system. A certificate of occupancy for a residence will not be issued if there are any outstanding permits for a well or septic system on the property. Written clearance from the Health Dept. must be provided to this office prior to the issuance of the certificate of occupancy.
 - COUNTY FIRE WARDEN: When you call this office to request a final inspection by the County, staff will notify the Fire Warden’s office to conduct its final inspection pursuant to the provisions of County Ordinance 502. Written clearance from the Fire Warden’s office must be provided to this office prior to issuance of the final certificate of occupancy. *This phase may take up to two weeks.*

- B. Dependent upon the type of improvement, the following final forms will be issued *in the property owner’s name.*

Structures intended for human habitation (i.e., single family residence, modular home on piers, garage etc.): Certificate of Occupancy.

Modular homes on a foundation system: Certificate of Occupancy; State of CA Housing and Community Development (HCD) Form 433 recorded by County.

Septic system, well, reroof , etc.: Certificate of Completion.