

Quincy Office  
555 Main Street  
Quincy, CA 95971  
Ph 530-283-7011 Fx 530-283-6134  
Inspection Line: 530-283-6001

PLUMAS COUNTY  
BUILDING DEPARTMENT

<http://www.plumascounty.us>



MANUFACTURED BUILDING  
INSTALLATION APPLICATION

Submittal date \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit application # \_\_\_\_\_ (Office Use Only)

Owner Info

Property owner \_\_\_\_\_  
Mailing address \_\_\_\_\_ \*Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home phone # \_\_\_\_\_ Cell / Office # \_\_\_\_\_ Fax # \_\_\_\_\_

Site Info

APN \_\_\_\_\_ Physical address \_\_\_\_\_  
Locality \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Snow load \_\_\_\_\_

Project Info

**Carefully indicate and describe all work for which this permit is requested:**

- ☐ Manufactured home installation and/or accessory  
or  
☐ Commercial modular and/or accessory
- ☐ California State approved seismic foundation system  
☐ Site-built perimeter foundation design  
☐ Manufacturer approved soft-set piers

Manufacturer \_\_\_\_\_ MODEL # \_\_\_\_\_ Date of Manufacture \_\_\_\_\_  
Length \_\_\_\_\_ X Width \_\_\_\_\_ = Gross Area \_\_\_\_\_ Number of Sections \_\_\_\_\_

Contact Info

Contractor ☐ ----- Contractor TBD ☐ (Must be declared **before** permit is issued) ----- Owner/Builder ☐  
Contractor's Name \_\_\_\_\_ CA LIC # \_\_\_\_\_ Class \_\_\_\_\_  
Contractor's mailing address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ \*Email \_\_\_\_\_  
Phone # \_\_\_\_\_ Office / Cell # \_\_\_\_\_ Fax # \_\_\_\_\_  
Contractor Signature \_\_\_\_\_ Responsibility: ☐ Completion ☐ Partial  
**Applicant shall list Contractor who has overall responsibility for Manufactured Home Foundation and Setup installation.**  
**\* Required Field**

Legal Owner & Agent

**Sign and initialing below; I, \_\_\_\_\_ hereby declare:**

\_\_\_\_\_(Initial) 1. I am legal owner of the parcel referenced in this application.

\_\_\_\_\_(Initial) 2. I acknowledge and approve all proposed construction activity applied for in this application as required in California Health and Safety Code Sec. 19830.

\_\_\_\_\_(Initial) 3. I designate and authorize \_\_\_\_\_ to act as my agent and signatory per  
(PRINT AGENT'S NAME CLEARLY)  
California Building Code Sec. 105.3, #6 for the sole purpose of securing and perfecting this permit.

\_\_\_\_\_(Initial) 4. I certify that I am aware of all conditions, covenants, restrictions, and easements governing this property.

\_\_\_\_\_(Initial) 5. **When the permit is ready to issue contact:** ☐ Owner ☐ Contractor

\_\_\_\_\_  
Signature of property owner      Owners Printed Signature      Signature of authorized agent for property owner

# Planning Review

## RECORDS

	BOOK	PAGE	APPLICABLE REQUIREMENTS
MAP			
CERTIFICATE OF CORRECTION			
NOTICE OF VIOLATION			
N/A			

## ZONING

PRIMARY ZONING(S): \_\_\_\_\_  
 COMBINING ZONE(S): \_\_\_\_\_  
 ORD.: \_\_\_\_\_

- ☐ PERMITTED USE  
☐ LAWFUL NONCONFORMING USE

APPLICABLE \_\_\_\_\_ DATE/PERMIT NO. \_\_\_\_\_

- ☐ Administrative Use Permit \_\_\_\_\_  
☐ Campground Permit \_\_\_\_\_  
☐ Planned Dev. Permit \_\_\_\_\_  
☐ Sign Permit \_\_\_\_\_  
☐ Site Dev. Permit \_\_\_\_\_  
☐ Special Use Permit \_\_\_\_\_  
☐ Variance \_\_\_\_\_

DATE/REQUIREMENTS MET \_\_\_\_\_

- ☐ Design Review \_\_\_\_\_  
☐ Historic Review \_\_\_\_\_  
☐ Site Development Review \_\_\_\_\_  
☐ Scenic Review \_\_\_\_\_

- ☐ Airport Surface \_\_\_\_\_  
☐ Airport Zone of Influence \_\_\_\_\_  
☐ Noise Limitation \_\_\_\_\_

## PARKING AND LOADING AREAS

	SPACES				
	REQ	REQ	MOD	PROP	COMPLETED
Parking					
Loading					
Land-scaping					SQ. FT.
Paving					
N/A					

HEIGHT: LIMIT \_\_\_\_\_ FT.  
 PROPOSED \_\_\_\_\_ FT.  
 N/A \_\_\_\_\_  
 COVERAGE: LIMIT \_\_\_\_\_ % / ACRE  
 PROPOSED \_\_\_\_\_ % / ACRE  
 N/A \_\_\_\_\_

## ACCESS

- ☐ COUNTY ROAD ENCROACHMENT PERMIT REQUIRED  
☐ STATE HWY. ENCROACHMENT PERMIT REQUIRED  
☐ PRIVATE ROAD  
☐ DRIVEWAY NEEDED DRIVEWAY PLAN NEEDED

## CEQA

- EXEMPT ☐ § 15061 (B)(3) - (Not subject to CEQA)  
☐ § 15300.1 - (Ministerial)  
☐ § 15301 - (Existing Facilities)  
☐ § 15302 - (Replacement/ Reconstruction)  
☐ § 15303 - (New/Conversion small)  
☐ Other: \_\_\_\_\_

NON-EXEMPT: ND \_\_\_\_\_ MND \_\_\_\_\_ EIR \_\_\_\_\_

- ☐ PLOT PLAN REQUIRED  
☐ PERMIT NOT TO BE ISSUED  
☐ FIRE DISTRICT: \_\_\_\_\_

- ☐ FLOOD STUDY \_\_\_\_\_  
☐ FLOOD 8-17.301 - Standards of Construction  
 FEMA FLOOD ZONE DESIGNATION: \_\_\_\_\_

N/A <input type="checkbox"/>		YARDS (SETBACKS)				
STRUCTURE		FRONT	FRONT	REAR	LEFT	RIGHT
	REQUIRED					
	PROPOSED					
	REQUIRED					
	PROPOSED					
	REQUIRED					
	PROPOSED					

## INITIAL REVIEW

ISSUES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INITIAL REVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## FINAL REVIEW

COMMENTS / REQUIREMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FINAL REVIEW BY: \_\_\_\_\_ APPROVED ☐ DATE: \_\_\_\_\_

# PLUMAS COUNTY PLANNING DEPARTMENT

555 Main Street, Quincy, CA 95971

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Voice (530) 283-7011

FAX (530) 283-6134



## **BOARD OF FORESTRY AND FIRE PROTECTION** **FIRE SAFE REGULATIONS**

### **State Responsibility Area (SRA) and Very High Fire Hazard Severity Zone (VHFHSZ) in Local Responsibility Area (LRA) —Thirty (30) Foot Setback Information—**

#### **Determining if Your Parcel is within the SRA or VHFHSZ in LRA**

To determine if a property is within the SRA or the VHFHSZ in the LRA, use the Fire Hazard Severity Zone (FHSZ) Viewer on the California Department of Forestry and Fire Protection (CAL FIRE) website at <https://egis.fire.ca.gov/FHSZ/>.

#### **Setback for Parcels within the SRA and VHFHSZ in LRA**

A parcel within the SRA and VHFHSZ in the LRA is subject to the setback requirement of California Code of Regulations (CCR), Title 14 Natural Resources (14), Division 1.5 Department of Forestry and Fire Protection, Chapter 7 Fire Protection, Subchapter 2 SRA/VHFHSZ Fire Safe Regulations, Article 5 Fuel Modification Standards, Section 1276.01 Setback for Structure Defensible Space, subsection(a), which states:

##### **“§ 1276.01. Setback for Structure Defensible Space.**

(a) All parcels shall provide a minimum thirty (30) foot setback for all buildings from all property lines and/or the center of a road.”

#### **Exception to the Thirty (30) Foot Setback – Practical Reasons vs. Preferential Reasons**

Various parcels in Plumas County, for “practical reasons” (e.g., parcel dimensions or size, topographic limitations, existing easements, other restrictions), may not be able to meet the thirty (30) foot setback as specified by 14 CCR § 1276.01(a). When a parcel is unable to meet the thirty (30) foot setback for “practical reasons,” a building permit applicant WILL NOT NEED TO APPLY to the CAL FIRE Lassen-Modoc Unit for an exception request but IS REQUIRED to use a “same practical effect” mitigation option in order to be allowed to reduce the thirty (30) foot setback to the minimum setback of the parcel zoning.

The “same practical effect” options are set forth in 14 CCR § 1276.01(b)(ii) and Plumas County Code (PCC) Sec. 9-2.419(b)(i)-(vi).

See below for “same practical effect” options.

##### **14 CCR § 1276.01(b)(ii)**

“(ii) Same practical effect options may include, but are not limited to, noncombustible block walls or fences; five (5) feet of noncombustible material horizontally around the structure; installing hardscape landscaping or reducing exposed windows on the side of the structure with a less than thirty (30) foot setback; or additional structure hardening such as those required in the California Building Code, California Code of Regulations title 24, part 2, Chapter 7A.”

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## PCC Sec. 9-2.419(b)(i)-(vi)

- “(i) The building is proposed to be built on a property located within a district that provides structural fire protection and that has an ISO class of 9 or better and the property meets all applicable conditions of that district for provision of structural fire protection by the district; or
- (ii) The construction is for commercial or industrial use consisting of commercial or industrial occupancies meeting the construction standards of the California Building Code; or
- (iii) For all buildings and accessory buildings within thirty (30') feet of the side or rear property lines, all exterior building materials meet the standards of Section 704A and Section 705A Roofing, Ignition-Resistant Construction, Materials and Construction Methods for Exterior Wildfire Exposure, 2013 California Building Code; or
- (iv) The property owner has the right, through easement or similar entitlement, to meet on adjoining property the minimum thirty-foot clearance standards of Public Resources Code Section 4290 and 4291; or
- (v) The side or rear property line is contiguous to a street that provides an area that meets the minimum thirty-foot clearance standards of Public Resources Code Section 4290 and 4291; or
- (vi) The side or rear property line is contiguous to a stream, lake, other body of water or wetland that provides an area that meets the minimum thirty-foot clearance standards of Public Resources Code Section 4290 and 4291.”

When a parcel is able to meet the thirty (30) foot setback; however, for “**preferential reasons**” the applicant prefers to site the structure in a certain location on the property even though the parcel is suitable (e.g., adequate parcel dimensions or size, no issues with topography, no easements or other restrictions) to meet the thirty (30) foot setback from all property lines and/or the center of a road, a building permit applicant WILL NEED TO APPLY to the CAL FIRE Lassen-Modoc Unit for an exception request (*see attached “Request for Exception to Standards” form*) in order to be considered to reduce the thirty (30) foot setback to the minimum setback of the parcel zoning and IS REQUIRED to use a “same practical effect” mitigation option.

## **How to submit a Request for Exception to Standards to the thirty (30) foot setback for “Preferential Reasons”**

Use the attached “Request for Exception to Standards” form, follow the directions, and fill out the form completely. For questions and to submit the form, you may mail or email:

**Alan Thornhill, Fire Captain**  
**CAL FIRE Lassen-Modoc Unit**  
**Attention: Fire Prevention – Plumas County**  
**697-345 Highway 36**  
**Susanville, CA 96130**  
[alan.thornhill@fire.ca.gov](mailto:alan.thornhill@fire.ca.gov)  
**(530) 251-4413**

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

Lassen-Modoc Unit

697-345 Highway 36

Susanville, CA 93610

530-257-4171 (Ask for Alan Thornhill in Fire Prevention)

**Request for EXCEPTION to Standards****Applicant Name:**\_\_\_\_\_**Applicant Address/Phone:**\_\_\_\_\_**Assessors Parcel Number:**\_\_\_\_\_**Planning Dept. Permit Number:**\_\_\_\_\_

**California Code of Regulations Title 14: Division 1.5- Department of Forestry: Chapter 7- Fire Protection: Subchapter 2 SRA Fire Safe Regulations: Article 1 Administration:**

**Subsection 1270.06. Exceptions to Standards**

(a) Upon request by the applicant, exceptions to standards within this subchapter or to local jurisdiction certified ordinances may be allowed by the inspection entity listed in 14 CCR § 1270.05, where the exceptions provide the same practical effect as these regulations towards providing defensible space. Exceptions granted by the inspection entity listed in 14 CCR § 1270.05 shall be made on a case-by-case basis only. Exceptions granted by the inspection entity listed in 14 CCR § 1270.05 shall be forwarded to the appropriate CAL FIRE Unit Office that administers SRA fire protection in that county and shall be retained on file at the Unit Office.

(b) Requests for an exception shall be made in writing to the inspection entity listed in 14 CCR § 1270.05 by the applicant or the applicant's authorized representative. At a minimum, the request shall state the specific section(s) for which an exception is requested, material facts supporting the contention of the applicant, the details of the exception proposed, and a map showing the proposed location and siting of the exception. Local jurisdictions listed in 14 CCR section 1270.05 may establish additional procedures or requirements for exception requests.

**Directions to Applicant:**

1. You **MUST** contact the County Planning Department prior to submitting this form
2. Complete all sections of this form use additional paper if needed
3. Attach a map showing the proposed location and citing of the exception or mitigation measure
4. Complete all sections of this form use additional paper if needed
5. Attach a map showing the proposed location and citing of the exception or mitigation measure
6. Return by either mail to:

CAL FIRE Lassen Modoc Unit  
Attention: Fire Prevention – Plumas County  
697-345 Highway 36  
Susanville, CA 96130  
OR by email to [alan.thornhill@fire.ca.gov](mailto:alan.thornhill@fire.ca.gov)

**Complete the following Information (2 pages):**

Section A: State the specific section or sections for which an exception is requested.

Section B: State the factual circumstances supporting the need for exception. (Why you are unable to comply with the standard)

Section C: State the mitigation measure and details you propose that will meet the same practical effect as what is required by law.

\_\_\_\_\_  
Applicant (Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Received by (Print Name & Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by (Print Name & Title)

\_\_\_\_\_  
Approved by signature

## Description of All Work to be Performed

Permit Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ APN: \_\_\_\_\_

*Directions: On the lines below clearly and completely describe all work that will be performed under the scope of the permit. Use additional sheets if necessary to explain thoroughly each type of work.*

Use the space below as needed to draw a simple diagram or sketch to help clarify the proposed work.  
(Use this space for simple Electrical upgrades single line drawings, for example).

## Directions to Job Site

Permit

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ A.P.N. \_\_\_\_\_

***Directions:*** In the space below, draw a simple map to your job site from the nearest State Highway. All roadways must be clearly labeled. Please include any markers, monuments, or features that would assist the inspector in finding your job site.

**NOTE:** Failure to provide clear, concise directions (with road markers as needed) WILL result in inspection cancellation or delay.

If cancellation occurs, ***A REINSPECTION FEE WILL BE ASSESSED!***

***N***

Provide North arrow





## MANUFACTURED HOME SUBMITTAL CHECKLIST

Plumas County Building Department has developed this submittal checklist to help expedite your plan check/permit issuance process. It is your responsibility to provide the following items. The gross square footage of your manufactured home determines the Permit fees and covers one resubmittal. More than one "Back check" incurs fees at the current hourly rate.

### GENERAL

- ☐ Complete your application and sign where applicable.
  - a. If you are applying as owner, you must be the parcel owner of record.
  - b. When other than the property owner is signing for the permit, a letter of authorization is required granting the authority to sign as the owner's agent.
- ☐ Complete the "Directions to Jobsite" form regardless of location within the County.
- ☐ California licensed contractor and license number declared with signature on application form  
Or
- ☐ Owner / Builder form signed - if applicable.
- ☐ An encroachment permit is required if you are connecting your driveway to a County or State maintained road. Obtain Permit from the County Public Works Department or CalTrans.
- ☐ Copy of manufacturer's Floor Plan for the Assessor's Office.
- ☐ California Department of Forestry "**Fire-Safe**" driveway plans. (See attached application)

### Plot Plan:

- ☐ Provide Two (2) copies of a fully dimensioned plot plan drawn to scale showing location, size, and use of all existing and proposed structures on the lot.
- ☐ Identify property lines, all survey markers, show lot dimensions and all easements; indicate distance from property lines to proposed construction.
- ☐ Show locations of all cuts and / or fills, slopes, and label steepness of these slopes; show drainage patterns with minimum slopes.

### Water: (Provide One of the Following)

- ☐ Community water service: Provide a "**Will Serve**" letter from the water district prior to permit issuance; or
- ☐ Existing well permit #: \_\_\_\_\_ or ☐ New well permit applied for

### Sewage: (Provide One of the Following)

- ☐ Community sewer service: Provide a "**Will Serve**" letter from the sewer district prior to permit issuance or.
- ☐ Existing septic permit #: \_\_\_\_\_ or ☐ New septic permit applied for

### SPECIFIC DATA

- ☐ Two (2) approved Manufacturer's Setup Manuals that have been stamped by a US Dept. of Housing and Urban Development (HUD) approved design issuing agency (Per §3282.203 HUD Code).

The setup manual shall include instructions for setting the home in snow load for the area in which the home being installed. (See note #1 Snow Loads - at the end of this form).

- ☐ Two (2) "**Dealer Copies**" of the floor plan for your specific home. Ask your dealer for this item.

- ☐ For multi-wide homes, a **marriage line pier schedule** is required. This schedule should indicate the exact location and sizes of marriage line piers designed for your sites snow load.
- ☐ If your installation involves any "special" features (i.e., insulated-skirting, manufactured home approved attached garages, manufactured home approved attached porches, or alternates to any specific installation requirement shown in manufacturer's setup instructions) provide manufacturer's details at the time of submittal.
- ☐ A Copy of the Factory Order Form indicating the home meets the Wildland Urban Interface standards (WUI) The manufactured home dealer can obtain this form directly from the manufacturer.

***If the installation of the home is on a permanent foundation:***

- ☐ a. Two (2) copies of complete working drawings (blue prints) of the foundation, **stamped and wet-signed by a California licensed architect or engineer.** All information must be clearly related to the specific make, model and floor plan of the modular unit and must include the snow load design and supports, access required load carrying capacity and spacing of vertical supports. The foundation design loads shall be consistent with the roof snow load, wind load, and seismic zone as established for permanent buildings in the same area. Soil default soil bearing pressure of 2000 p.s.f. is acceptable unless unusual site soil conditions exist. Greater values, if used, must have a confirming soils report prepared by a licensed soils engineer. Local Frost Depth is 18" below grade. The plans must clearly indicate the foundation is a permanent foundation.
- or**
- b. Two (2) copies of plans and specifications of a California State HCD approved engineered foundation system. The plans provided need to be stamped and signed by HCD and include the phase in the approval box "Manufactured Home/Mobile Home Foundation System Health and Safety Code Section 18851 Approved."
- ☐ Additional fees to record HCD form 433(a) with the County Recorder's Office will be applied at the time of installation completion. (The fee is approximately \$18.00 to \$21.00).
  - ☐ A complete set of architectural drawings and structural calculations must be submitted for any other structures, which are to be included such as awnings, porches, decks, garages, etc. and may require separate permit applications. Please note that Building Department will not issue permits for alterations to the modular unit. Permits from State Housing and Community Development (HCD) must be obtained for any alteration, repair, addition to or maintenance of the structure and building service equipment within the manufactured home and shall conform to regulations set forth in the Manufactured Homes Standards. Such work that is located outside of the manufactured home shall comply with applicable California codes and local building ordinances and is permitted by our local Building Department with prior approval from HCD for attachment to the modular home.
  - ☐ If the home is required to be installed under a Ramada, then two copies of complete working drawings (blueprints) of the Ramada and structural calculations, **stamped and wet-signed by a California licensed architect or engineer.**
  - ☐ **Provide** written evidence that registered owner owns the unit free of any liens or if there is a lien holder(s), that the lien holder(s) has consented to the placement of the unit on a foundation system. *(Please refer to Housing & Community Development at (800) 952-8356 to obtain a copy of registration or title of modular home ownership).*
  - ☐ Provide Written Evidence that the Manufactured Home, Mobile Home, or Commercial Coach owner, owns, holds title to, or is purchasing the Home.
  - ☐ Provide a copy of the grant deed.

**NOTES:**

1. **Snow Load and Design Criteria:** Each manufactured home must be designed and constructed to meet the snow load requirement for the specific area for which it is to be installed. The home's compliance certificate must clearly show that the home meets or exceeds the County's required snow load for the area. If the zoning requirements per P.C.C. Section 9-2.412 allow, a Ramada, which is designed to meet the required snow load, may be constructed over the manufactured home. Other design criteria: Wind Speed 85 mph 3 second

gust, 110 mph <sub>VULT</sub>, Seismic Zone D, soil bearing without a special soils report is 2000 p.s.f., 18" Frost Depth (see online design criteria at <http://www.countyofplumas.com/DocumentCenter/View/13675> ).

2. **Additional Information for Permanent Manufactured Homes:** All provided doors in manufactured housing units must have permanent steps and landings that comply with 2013 C.R.C. R311 relating to landings, rails, riser and tread ratios. Doorways that are "temporarily blocked off" are not allowed.
3. State inspection tags/labels are required to be on each unit. New home units must have an insignia of approval by the US Dept. of Housing and Urban Development (HUD) and be certified by the State of California Department of Housing and Community Development (HCD).
4. For used manufactured homes/mobile homes, submit proof of the manufacture date (a copy of registration is acceptable) and snow load rating. If installing a permanent foundation system under an existing installed manufactured or mobile home, proof that that home was originally permitted by our department and a Certificate of Occupancy for that unit is required.



## **Manufactured Home Foundation Guidelines**

In order for the manufactured home to qualify as a fixture improvement to real property\*, California State Health & Safety Code §18551 requires the filing of Housing and Community Development (HCD) form 433(a) at the recorder's office in the county where the home is located and in tandem, also filed with the State of California. Once recorded, the manufactured home becomes taxable as real property and is removed from the State of California's personal property tax roll. When the manufactured home is installed on a parcel of land that the unit owner does not own, written evidence from the owner and/or lender (or in some cases - both) of the parcel of land is required to grant permission for the unit to be placed on the parcel.

### **Permanent Foundation System:**

- Full Perimeter Concrete Foundation.
- Tie Down Engineered System. Requirements are:
  1. The plans provided need to read in the approval box "Manufactured Home/Mobile Home Foundation System Health and Safety Code Section 18851 Approved."
  2. The letter "F" (which stands for "Foundation") or "ETF" (Engineered Tie-down Foundation) should be in the SPA number provided. *For example: SPA No. '99-1For99-25ETF*
- State Approved Seismic Foundation System (*same guidelines apply as above*).

### **Non-Permanent Foundation System:**

- Any foundation system or tie down system that does not have the State of California approval.
- Any foundation system that has the State of California approval box that reads "Manufactured Home/Mobile Home Foundation System". (*Note: "Health and Safety Code Section 18851 Approved" is omitted*)  
Any letter *other than* "F" or "ETF" in the SPA number provided.

*\* Real property is land and anything affixed to it. Just because a manufactured home is set up on a parcel of land does not mean that it becomes affixed to the land. Only the permanent installation discussed above makes that conversion formally take place.*

# PLUMAS COUNTY BUILDING DEPARTMENT

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## LICENSED CONTRACTOR DECLARATION

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.

License Class: \_\_\_\_\_

License No: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

## 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>.

Date: \_\_\_\_\_ Signature of Property Owner or Authorized Agent: \_\_\_\_\_

## 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:

☐ 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: \_\_\_\_\_

☐ 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. My workers' compensation insurance carrier and policy number are:  
Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# PLUMAS COUNTY BUILDING DEPARTMENT

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## Considering Becoming an Owner-Builder?



Important information you need to know **BEFORE** pulling your permit!

The term "Owner-Builder" can mean three different things:  
"Owner as *Worker*", "Owner as *Contractor*" or "Owner as *Employer*"

Understand each has Benefits or Risk, and it is possible to combine them!

**Hiring a California Licensed Contractor** means you do not personally perform any of the construction work, the permit is not taken out in your name, you are not personally responsible for the construction and you are *not* an Owner-Builder. Instead, you become a "Customer" and California law provides you the benefit of protection from poor workmanship, failure to finish the job and financial risk due to worker injury.

**Benefit/Risk:** Highest Benefits and the Least amount of Risk

**Owner-as-Worker** is a type of Owner-Builder where you *personally perform* the construction work, the permit is taken out in your name and you are *personally responsible* for the construction management, knowledge, workmanship, and completion of the job. You benefit by not paying others to perform this work for you and your risk depends on your own ability to complete the job successfully.

**Benefit/Risk:** Possible Benefit with Low Financial Risk

**Owner-as-Contractor** is a type of Owner-Builder where you personally act as your own General Contractor, the permit is taken out in your name and you hire California licensed sub-contractors to perform portions of the construction work. **WARNING:** The benefit of protection provided by law when you hire only California licensed sub-contractors can turn to serious financial risk if you hire *unlicensed* contractors to perform *any* of the work.

**Benefit/Risk:** Possible Benefit and Significant Financial Risk

**Owner-as-Employer** is a type of Owner-Builder where you pay *any* unlicensed individual to perform *any* construction work valued at more than \$500.00, the permit is taken out in your name and you are personally responsible for their employment requirements, supervision, performance, safety and welfare while on your property. **WARNING:** Cost savings benefit can turn to serious financial risk if you fail to deduct *payroll taxes* or provide *workers compensation insurance* for each worker.

**Benefit/Risk:** Possible Benefit with Significant Financial Risk

**(Health and Safety Code Section 19827)** The California Legislature declares an “urgent and statewide public interest in assuring” that contractors comply with Contractors’ License Law, Business and Professions Code and Workers’ Compensation Insurance requirements to ensure property owners are informed about, and protected from the following when improving their property as Owner-Builders:

Fraudulent representations ▪ Liability for worker’s injuries ▪ Liability for material and labor costs unpaid by contractors ▪ Licensing requirements ▪ Employers tax liabilities

**Over 20,000 consumer complaints are filed each year.** Many complaints relate to owner/builder projects and include workmanship and workers’ compensation issues Homeowners suffer financial harm due to defective workmanship and injured employees.

**Following are alarming examples of what has occurred with Owner-Builder permits:**

**Example 1:** Homeowner received insurance money to rebuild burned-down home.

- Owner/Builder permit pulled to rebuild structure.
- Unlicensed contractor built substandard structure – must be torn down and replaced.
- Estimated financial injury is \$225,000.
- Additional financial injury - IRS threatened to tax insurance payout if house not completed by the end of the year.

**Example 2:** Brother-in-law had active license but filed an exemption from Workers Comp.

- Owner-Builder hires brother-in-law to install a new roof.
- Employee falls and sustains multiple spinal and extremity fractures as well as a head injury and remains in a coma to this day.
- The Owner-Builder, who has sold the home, is now a defendant in a lawsuit for reimbursement for benefits paid to the injured worker.

**Example 3:** Employee of contractor without Workers Comp is hired by Owner-Builder to install septic system and suffers injury that results in permanent disability.

- The Owner-Builder did not have a homeowner’s insurance policy on the house against which to submit a claim.
- The Owner-Builder is now a defendant in a lawsuit for reimbursement for benefits paid to the injured worker.

**Did you know** – unlicensed persons frequently have the property owner obtain an “Owner-Builder” building permit which erroneously implies that the property owner is providing his or her own labor and material personally?

**Did you know** – your homeowner’s insurance may not provide coverage for injuries sustained on your property by an unlicensed contractor and his/her employees?

**Did you know** – if you are considered an “employer” under state and federal law, you must register with the state and federal government, withhold payroll taxes, provide workers compensation and disability insurance and contribute to unemployment compensation for each “employee”?

**Did you know** – that if you fail to abide by these laws you may be subjected to serious financial risk?

**OWNERS BEWARE AND CONSIDER THE RISK BEFORE ACCEPTING FULL RESPONSIBILITY FOR YOUR CONSTRUCTION PERMIT**

# PLUMAS COUNTY BUILDING DEPARTMENT

555 Main Street, Quincy, CA 95971

Phone (530) 283-7011

FAX (530) 283-6134



## PROPERTY OWNER'S PACKAGE

### Disclosures & Forms for Owner-Builders Applying for Construction Permits

#### IMPORTANT! NOTICE TO PROPERTY OWNER

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.

#### OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

*DIRECTIONS: Read and initial each statement below to signify you understand or 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](http://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 \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

*Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.*

#### **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: \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_ Tel No \_\_\_\_\_

Address of Authorized Agent: \_\_\_\_\_

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 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.*

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PLUMAS COUNTY PLANNING AND BUILDING SERVICES



## Minimum Plot Plan Requirements

Plot plans are a required part of improvement permit applications for buildings, including Manufactured (Mobile) homes, septic systems, and wells. The information listed below is needed to determine compliance with County Code requirements.

First, consult with the Planning Department so that you will be aware of zoning requirements such as permitted uses and building setbacks.

If you need assistance with drawing your plot plan, we suggest you consult with a professional surveyor, California licensed engineer - civil, or a California licensed architect, or a home designer.

The columns to the left correspond to the three types of permits requiring plot plans.

Structural	Septic	Well	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Plot plan to be drawn to a standard scale with dimensions shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Owner's name, property address, subdivision, block, and lot number; Assessor's Parcel Number (APN)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Scale: Only standard engineers or architect scales will be accepted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. True North arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Square footage or Acreage of parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Property boundary lines showing accurate configuration of parcel and length of each property line. Indicate location of any survey monuments and how property corners are marked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Adjacent road rights-of-way and all easements with names and widths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Location and dimensions of all road, utility, drainage, and other easements on the parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Distance from property lines and distance between all existing and proposed structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Exact location and size of septic tanks and leach fields and exact location of wells
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Clearly delineate the direction and percentage of all slopes. Dimension distances of structures above and below cut banks or slopes exceeding 1 : 3
<input type="checkbox"/>	<input type="checkbox"/>		12. Dimensions and square footages of:
			a) Each story of existing buildings
			b) Proposed structures
			c) Any existing structures to which additions are proposed
			d) All structures when the parcel is commercially or residentially zoned
<input type="checkbox"/>			13. Exact location of septic tanks, leach fields, wells, water courses (year-round and seasonal), springs, and ditches on and within 100 feet of the parcel
	<input type="checkbox"/>	<input type="checkbox"/>	14. Distance of wells and streams from septic tanks and leach fields
	<input type="checkbox"/>		15. Location of bodies of water within 200 feet of the parcel

### PLOT PLAN FOR PARCELS OF MORE THAN 10 ACRES MAY HAVE TWO COMPONENTS:

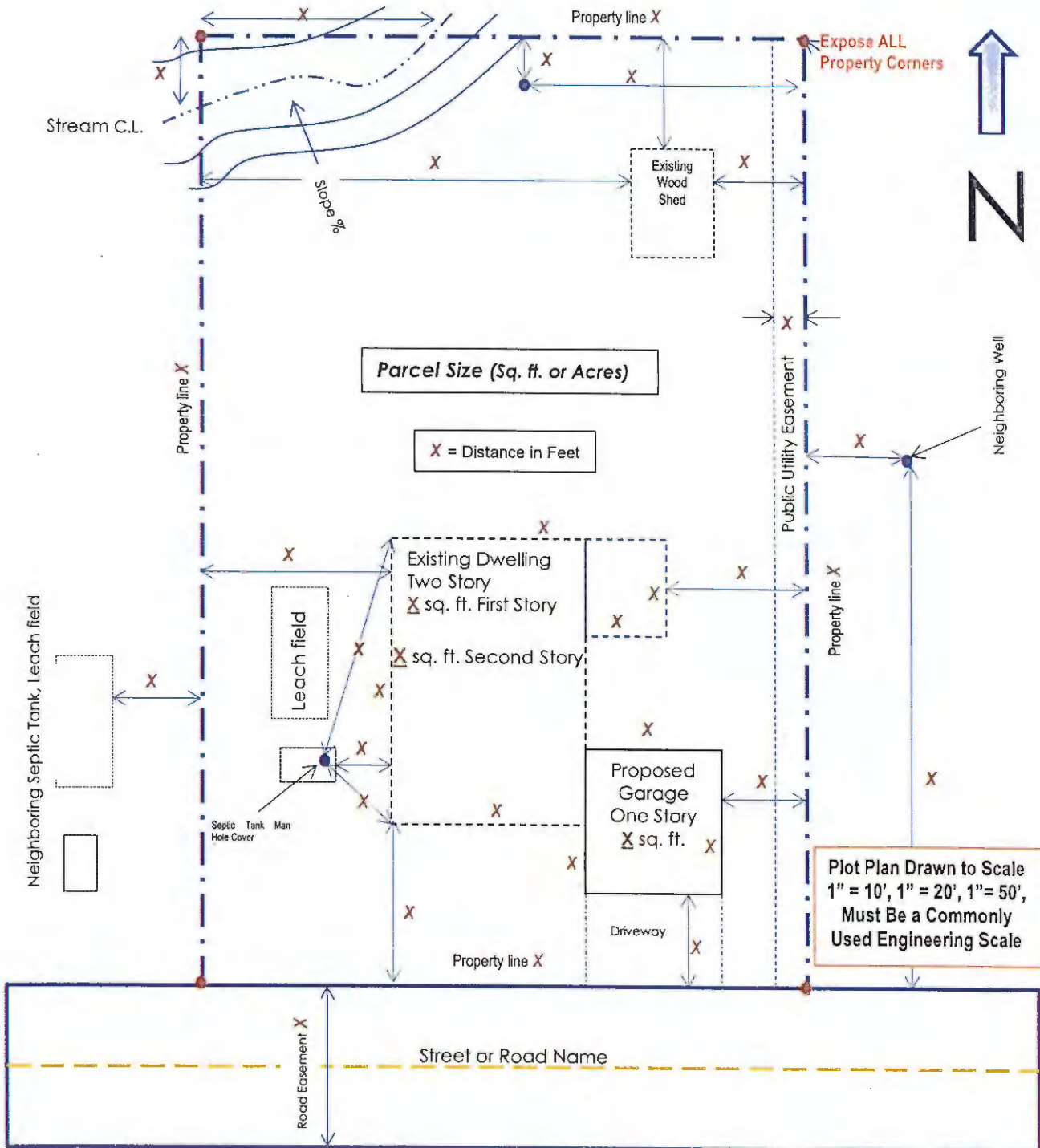
1. One on a small scale showing the general location and relationship of all existing and proposed improvements
2. One on a larger scale showing that portion of the parcel containing the proposed improvement and their relationship to nearby existing improvements and property lines



# Plumas County Planning Department

## PLOT PLAN EXAMPLE

Owner's Name	Site Address:
Assessor Parcel Number:	
Subdivision:	
Date	Prepared By:

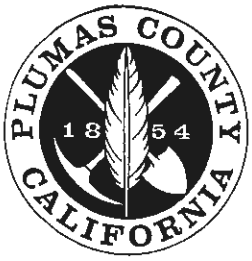




# FIRE SAFE DRIVEWAY APPLICATION

For Fire Safe Driveway applications:

Please visit the  
Plumas County Engineering Department  
[https://plumascounty.us/157/Fire-Safe-  
Driveway-Reviews](https://plumascounty.us/157/Fire-Safe-Driveway-Reviews)



# PLUMAS COUNTY BUILDING DEPARTMENT

555 Main Street  
Quincy, CA 95971  
[www.plumascounty.us](http://www.plumascounty.us)

voice (530) 283-7011  
24/7 inspection request (530) 283-6001  
fax (530) 283-6134

## **Expiration Policy** **for both:**

### **Building Permit Submittals & Issued Permits** (Revised 5/29/2019)

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#### **Building Permit Submittal Expiration:**

(Building Permit Applied for but Not Issued)

#### **Time Limit of Submittal:**

A submittal for a building permit shall expire 12 months after the date of filing unless a building permit has been issued, or an extension of time granted.

#### **Extension of Time:**

At the discretion of the Building Services Director, upon written request made by the applicant, a one hundred eighty day extension of time may be granted. A submittal cannot be extended more than twice. An administrative fee for each extension of time is charged, currently \$66.25.

#### **Expired Application:**

To recommence activity on an expired application, a complete new submittal is required. The new submittal must comply with all current codes, ordinances, fees, and assessments in effect at the time of the new submittal.

#### **Responsibility:**

It is the sole responsibility of the applicant to track the expiration status of the application.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## **Building Permit Expiration:**

(Building Permit Issued PCC, ORD 16-1105)

### **Building Permit Expiration:**

Every building permit shall expire twenty-four months after issuance, and becomes invalid if either of the following conditions occurs, and an extension of time has not been granted:

1. The work authorized by the permit is not commenced within one hundred eighty days of the permit issuance date; or
2. The work authorized by such permit is suspended or abandoned for a period of one hundred eighty days after the work is commenced.

### **Determining Commencement or Abandonment of Work:**

For determining permit expiration, the following applies:

1. Work is deemed to have commenced when the first required inspection has been performed and fully approved (typically the footing inspection).
2. Work is deemed to have been suspended or abandoned when more than one hundred eighty days has elapsed between approvals of required inspections. Informational type inspections without approval of work completed do not extend the expiration date.

**Extension of Time:** One hundred eighty day extensions of time may be requested:

#### **1. Before Work is Commenced:**

If the work authorized by the permit has not commenced within one hundred eighty days of the permit issuance date, submit a written request for an extension of time. The request must give just cause, and projected date for starting work, with a time line for keeping the permit active to completion. The request must be received prior to the permit expiration date. No more than two, one hundred eighty day extensions will be granted. An administrative fee for each extension of time is charged, currently \$66.25.

#### **2. After Work is Commenced:**

If the work authorized by such permit has commenced, but is suspended or abandoned for a period of one hundred eighty days after the work is commenced, submit a written request for an extension of time. The request must give just cause, and a time line for keeping the permit active to completion. The request must be received prior to the permit expiration date. While there is no limit to the number of extensions available, each extension is granted subject to the Building Services Director's review and approval. Documented abuse of the extension policy will be grounds for extensions being denied by the Building Services Director.

### **Reinstating an Expired Building Permit:**

To be eligible for reinstatement, work must have commenced as described above. An expired building permit may be reinstated one time with the Building Services Director's review and approval, and upon payment of a reinstatement fee. Reinstatement is not available if work had not commenced. The reinstatement fees shall be calculated as follows:

- A. If additional plan review is determined to be necessary, it will be charged at the current hourly rate.
- B. Inspections not previously fully approved and signed off are charged as a percentage of the total fees that would be charged for a new permit, as follows:
  - a. 100% - no previously signed off inspections.
  - b. 80% - all foundation inspections signed off.
  - c. 75% - all inspections through ice dam signed off.
  - d. 35% - all inspections through 4-R signed off.
  - e. 25% - all inspections through insulation signed off.
  - f. 20% - all inspections through gyp-board signed off.
  - g. Division hourly rate when all inspections except final inspection signed off.

A reinstated permit remains valid according to the expiration limits set forth in this policy.

### **Resume Activity on an Expired Building Permit Not Eligible for Reinstatement:**

To resume activity on an expired building permit that is not eligible for reinstatement, a new submittal is required. The new submittal must comply with all Codes, ordinances, fees, and assessments in effect at the time of the new submittal.

### **Responsibility:**

It is the sole responsibility of the permit holder to track the status of the building permit.

### **Refund of fees:**

80% of the plan check and/or inspection fees are refundable if the permit has not expired, and no plan check or inspections have been performed.\* No fees are refundable if plan check or inspections have commenced.

\*20% of the fee is retained to cover administrative costs.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_