

Planning Review

RECORDS

	BOOK	PAGE	APP. REQ.
MAP			
C.C.			
N.V.			
N/A			

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: N/D _____ EIR _____

- PLOT PLAN REQUIRED
- FLOOD § 8-17.nnn
- OK TO PLAN CHECK
- PERMIT NOT TO BE ISSUED
- FIRE DEPARTMENT: _____

GENERAL PLAN

PRIME OPPORTUNITY AREA

- MULTIPLE FAMILY USE
- COMMERCIAL USE
- INDUSTRIAL USE
- OTHER USE
- DEVELOPMENT

APPLICABLE	COMPLETED
ROADWAY	
<input type="checkbox"/> DEVELOPMENT STANDARDS	
<input type="checkbox"/> PAVED	<input type="checkbox"/>
<input type="checkbox"/> YEAR-ROUND, MAINTAINED	<input type="checkbox"/>
<input type="checkbox"/> PAVED INTERNAL	<input type="checkbox"/>
WATER	
<input type="checkbox"/> EXISTING SYSTEM	<input type="checkbox"/>
<input type="checkbox"/> NEW SYSTEM	<input type="checkbox"/>
<input type="checkbox"/> 750 GPM	<input type="checkbox"/>
<input type="checkbox"/> 1000 GPM	<input type="checkbox"/>
SEWER	
<input type="checkbox"/> COMMUNITY SYSTEM	<input type="checkbox"/>
<input type="checkbox"/> SYSTEM WAIVED	<input type="checkbox"/>
FIRE PROTECTION	
<input type="checkbox"/> IN DISTRICT	<input type="checkbox"/>
<input type="checkbox"/> YEAR ROUND SERVICE	<input type="checkbox"/>
<input type="checkbox"/> REALISTIC RESPONSE TIME	<input type="checkbox"/>
STREET LIGHTING	
<input type="checkbox"/>	<input type="checkbox"/>
OPEN SPACE	
<input type="checkbox"/>	<input type="checkbox"/>

MODERATE OPPORTUNITY AREA

- COMMERCIAL ZONE
- INDUSTRIAL ZONE
- OTHER ZONE
- ROAD PAVING REQUIRED Yes No

ZONING

ZONING(S): _____

ORD.: _____

PERMITTED USE

LAWFUL NONCONFORMING USE

APPLICABLE	DATE
<input type="checkbox"/> Special Use Permit	_____
<input type="checkbox"/> Variance	_____
<input type="checkbox"/> Planned Dev. Permit	_____
<input type="checkbox"/> Site Dev. Permit	_____
<input type="checkbox"/> Flood Study	_____
<input type="checkbox"/> Historic/Design Review	_____
<input type="checkbox"/> Scenic Review	_____

REQUIREMENTS MET

Airport Surface _____

Airport Zone of Influence _____

Noise Limitation _____

Industrial Protection Zone _____

PARKING AND LOADING AREAS

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

HEIGHT: LIMIT _____ FT.

 PROPOSED _____ FT.

 N/A _____

COVERAGE: LIMIT _____ %

 PROPOSED _____ %

 N/A _____

ACCESS

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

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

INITIAL REVIEW

PROBLEMS:

INITIAL REVIEW BY: _____ DATE: _____

FINAL REVIEW

COMMENTS / REQUIREMENTS:

FINAL REVIEW BY: _____ APPROVED 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: <ul style="list-style-type: none"> 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:

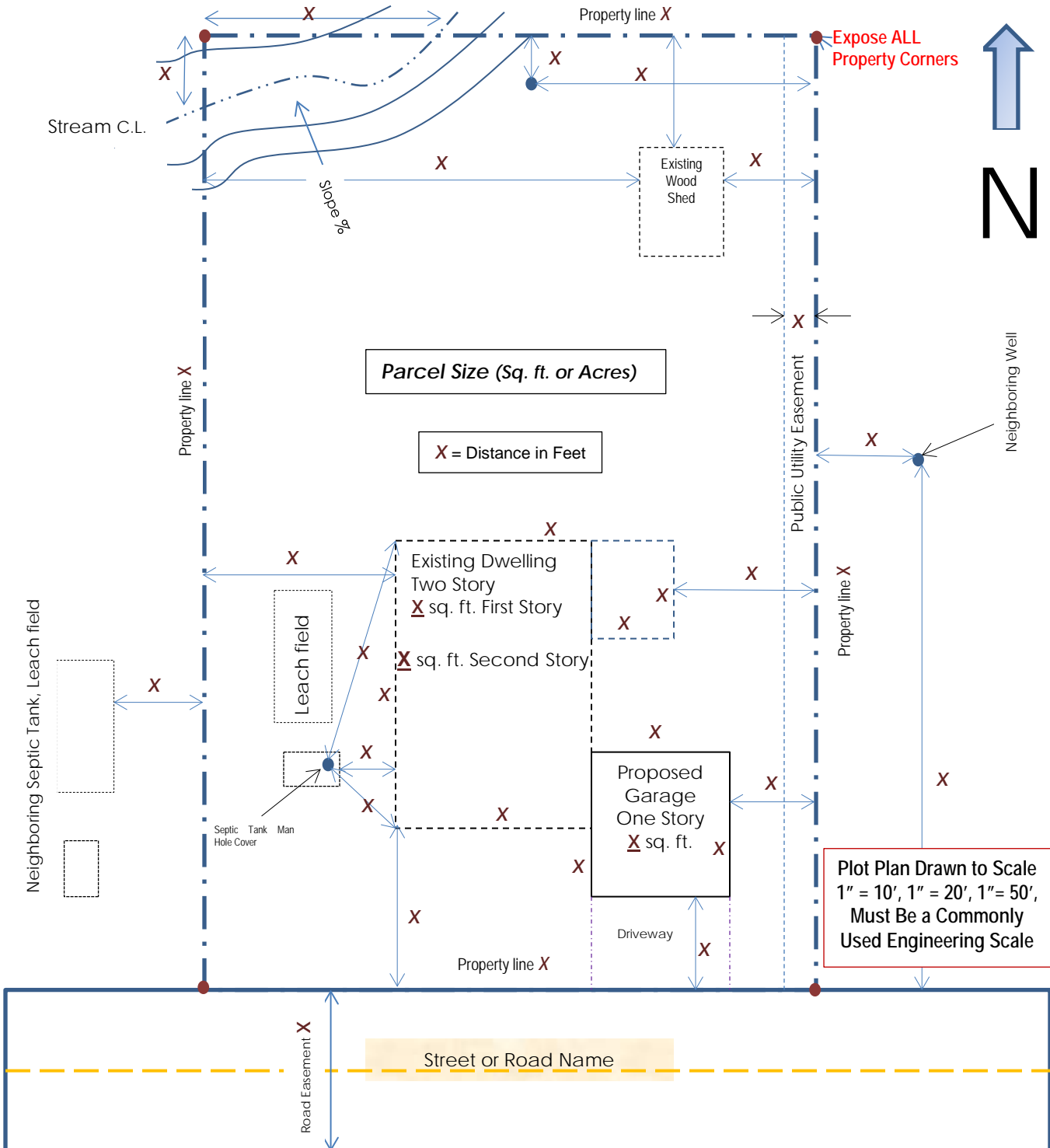
1. One on a small scale showing the general location and relationship of all existing and proposed improvements
2. One on a larger scale showing that portion of the parcel containing the proposed improvement and their relationship to nearby existing improvements and property lines



Plumas County Planning Department

PLOT PLAN EXAMPLE

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



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

PLUMAS COUNTY BUILDING DEPARTMENT

555 Main Street, Quincy, CA 95971

Phone: (530) 283-7011

Fax: (530) 283-6134

www.plumascountv.us



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

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 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: _____



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

My property is not within a Fire Protection District.

Answers for owners of properties located outside a Fire Protection District

Like many rural areas, not all private property in Plumas County is located within a fire protection district. If you own a home outside a district or are planning to build one, here are some things you should know about residential fire protection.

Who is responsible for residential fire protection in Plumas County?

Residential Fire protection is provided by one of 20 local Fire Departments in Plumas County. Depending on where your property is located, your local fire department may have paid staff or be strictly volunteer firefighters.

What are the levels of service provided by the local departments?

Each department offers different levels of fire protection service. These are based on the fire equipment, training, staffing levels and other specifics like the presence of fire hydrants. These differences affect the ISO (Insurance Service Office) ratings, which then affect rates and availability of homeowners' fire insurance. If your home is not in a district, you may find it difficult or expensive to get fire insurance.

Doesn't the US Forest Service or CALFIRE provide residential fire protection?

No. USFS will only protect forestlands and try to keep fires from spreading to nearby structures. There are no CALFIRE fire stations in Plumas County.

Does this mean no one will come if I have a fire?

Plumas County 911 will dispatch the nearest fire department whether you are in a district or not. The department will respond if they have enough personnel and resources. In most cases, the response to out-of-district calls can be delayed and only a limited response, such as one fire truck, may be sent. The Fire Departments' primary obligation is to the residents of their district who are paying for this service through their property taxes and often through a special tax assessment. If you are not in the district, your taxes do not support them.

Will I get a bill for service?

It depends. Most departments will send a bill for fire or medical calls that are outside of their district. Departments follow specific guidelines on when and how to send a bill for out-of-district calls.

Can I join a district?

Perhaps. Your first point of contact should be with the Fire Department closest to you. Find out if they are willing to provide those services by contract or annexation. Fire Districts will look at things like access to your property, closest water sources, and basic infrastructure of your area. Many rural areas like Warner Valley or the Feather River Canyon have no nearby structural Fire Departments. In these areas, residents may want to start their own volunteer department similar to the one recently started at Bucks Lake.

What is the benefit if I annex or get a service contract with a Fire District?

If you annex or get a service contract, you are supporting the district and helping ensure its future. Without adequate funding, some departments may be forced to stop responding outside of their district. In addition, you will not be charged if the department needs to respond to your home. Finally, the Fire Department will know where you are located, understand your access, water supply options, and be much better prepared to respond to emergencies at your home.

Where can I get more information?

Contact your local fire department, or visit one of the following websites:

Plumas County Office of Emergency Services www.countyofplumas.com

Plumas Firesafe Council www.plumasfiresafe.org