

**Mono County**  
**Community Development Department**  
**Building Division**

B18-050

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

PO Box 8  
Bridgeport, CA 93517  
760.932.5420, fax 932.5431  
[www.monocounty.ca.gov](http://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:** Conversion of S-1 loft space into R-3 residential space.

**Project Valuation\*:** 15,000

**Job Site & APN:** 66 Industrial Circle. 037-261-002

Conditioned Space sf 841 Garage/Storage sf \_\_\_\_\_ Covered Deck sf \_\_\_\_\_ Uncovered Deck sf \_\_\_\_\_

**1. Applicant** Mike Britton- Britton Architecture

Telephone ( 760 ) 709-6567 E-mail mike@brittonarchitecture.com

**2. Plan Check Contact\*\*** Mike Britton- Britton Architecture (See above)

Mailing Address \_\_\_\_\_ Physical Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

**3. Owner** Shields Richardson

Telephone ( 949 ) 300-6195 E-mail sr4malls@yahoo.com

**4. Contractor** \_\_\_\_\_ OR  Owner/Builder

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Contractor Lic. # \_\_\_\_\_ Mono County Business Lic. # \_\_\_\_\_

**5. Engineer/Architect/Plan Designer** Mike Britton- Britton Architecture

Telephone ( 760 ) 709-6567 E-mail mike@brittonarchitecture.com

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

3/20/2018  
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.

# Mono County Community Development Department

**Building Division**  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

## DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 8172, Civil Code):

Lender's name \_\_\_\_\_

Branch designation (if any) \_\_\_\_\_

Lender's address \_\_\_\_\_

No lending agency

**Mono County  
Community Development Department**

**Building Division**

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

**LICENSED CONTRACTOR'S DECLARATION**

N/A

For Mono County Building Permit Application

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.

Business name (DBA) \_\_\_\_\_

License class \_\_\_\_\_ License no. \_\_\_\_\_

Contractor signature \_\_\_\_\_

Date \_\_\_\_\_

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>.

Signature of property owner or authorized agent

*Shirley Richman*

Date

*3/20/18*

**For Staff Use Only:**

**The following documentation has been presented to verify the property owner and his or her signature**

California Drivers License

Other \_\_\_\_\_

**Initials:** \_\_\_\_\_

**Mono County  
Community Development Department**

**Building Division**  
www.monocounty.ca.gov

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

**NOTICE TO PROPERTY OWNER  
(required when Owner-Builder Declaration is submitted)**

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 606 INDUSTRIAL CIRCLE.

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.

**PROPERTY OWNER'S CERTIFICATIONS**

By my signature below, I certify to each of the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Signature of property owner or authorized agent \_\_\_\_\_



Date \_\_\_\_\_

3/20/18

## OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand and verify this information.

SW 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.

SW 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.

SW 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.

SW 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.

SW 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.

SW 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.

SW 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.

SW 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

## MONO COUNTY PLAN SUBMITTAL REQUIREMENTS

### GENERAL

1.  Completed forms: permit application, water/sewer, street address, grading, encroachment
2.  Four Plan sets: (3) full sets of plan sheets (two wet-stamped) 18" x 24" minimum; (1) Electronic Documentation
- N/A 3.  Geotechnical documentation (two 8½" x 11")
- N/A 4.  Engineering design (two wet-stamped, 8½" x 11")
5.  Energy compliance documents (Title 24; two 8½" x 11")
- N/A 6.  Fire sprinkler design, if applicable

### SITE PLAN

7.  Site plan drawn to scale with north arrow compass bearing
8.  Lot coverage calculations
- N/A 9.  Lot dimensions and property lines
- N/A 10.  Location and dimensions of driveway and parking areas
- N/A 11.  Locations, dimensions and setbacks of existing and proposed structures, including any cargo containers, storage structures and propane tanks
- N/A 12.  Wildland Urban Interface defensible space (30' and 100' structure clearances) and fire-resistive construction requirements clearly indicated
- N/A 13.  Roof plan showing pitch of all portions of roof
- N/A 14.  Existing site topographical contour lines at minimum 2' intervals
- N/A 15.  Finished site topography showing cuts or fills on site plan and building elevations
- N/A 16.  Easements, rights of way, edges of pavement, and adjoining streets
- N/A 17.  Location of all utilities and points of connection
- N/A 18.  Location of natural features; i.e., streambeds, lakes, ponds, wetlands, rocky outcrops
- N/A 19.  Best Management Practices (BMPs) for storm water and sediment flow

### ARCHITECTURAL/STRUCTURAL PLANS AND DETAILS

20.  Comprehensive "Scope of Work" description including current Building Codes used for design
21.  Drawn to scale w/scale noted on all sheets and details
22.  Elevation plan w/dimensions
- N/A 23.  Foundation plan w/referenced details
24.  Framing/structural plans with general notes, schedules, referenced details and coordinated with architectural plans (Manufacturer's submittals for Manufactured Homes)
25.  Floor plan w/referenced details (Manufacturer's submittals for Manufactured Homes)
26.  Section views w/dimensions (Manufacturer's submittals for Manufactured Homes)
27.  Electrical, mechanical, plumbing plans (Manufacturer's submittals for Manufactured Homes)
- N/A 28.  Detailed outdoor lighting plan on all elevations and outdoor fixture details (e.g., "spec" sheet)
29.  Construction Waste Management Plan, 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 500 sq ft?  Yes  No
33. If you answered yes to #32, a landscape ordinance documentation package is required.

**19. 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:**

**20. 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.

**21. 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".

**22. 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.

**23. Foundation plan with reference details:** Detail dimensions, reinforcement, anchor bolts, hold-downs and construction specifications of all retaining walls, stem walls and footings.

**24. 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).

**25. Floor plans:** Show details of room, window, door locations and sizes. References should include applicable construction schedules and coordination with engineering plan sheets.

**26. Section views with dimensions:** Provide dimensioned vertical cut views through the structure sufficient to show typical construction, floor/wall/ceiling heights, etc.

**27. 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.

**28. 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.

**29. Construction Waste Management Plan:** Provide a plan demonstrating 50% diversion of construction and demolition waste from the landfill for new 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 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 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 500 square feet requiring a building permit.

**Note:** New state law may trigger additional landscape requirements. Please consult a CDD planner.

**32. See #31.**

**33. See #31.**





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 SHIELDS RICHARDSON

ADDRESS CITY/STATE/ZIP

TELEPHONE ( ) E-MAIL SR4MALLS@YAHOO.COM

PROPERTY LOCATION 66 INDUSTRIAL CIRCLE ASSESSOR'S PARCEL # 037-261-002

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 ALTERATION - ADD STUDIO WITHIN EXISTING S-1 SPACE.

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

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