

**MONO COUNTY**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

PO Box 347  
Mammoth Lakes, CA 93546  
Phone 760-924-1800, Fax 924-1801  
Inspection Hotline: 760-924-1827

**Building Division**

PO Box 8  
Bridgeport, CA 93517  
Phone 760-924-1800, Fax 924-1801  
commdev@mono.ca.gov

**MINOR BUILDING PERMIT APPLICATION**

Contact the Building Permit Center at 760-924-1823 or 760-932-5420 to discuss specific submittal requirements. For OTC permits, please include installation manuals for applicable mechanical equipment.

**Scope of Work:** \_\_\_\_\_

**Project Valuation\*:** \_\_\_\_\_ **Job Site APN(s):** \_\_\_\_\_

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

**1. Applicant:** \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**2. Plan Check Contact\*\*:** \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**3. Owner:** \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**4. Contractor:** \_\_\_\_\_ **Or Check Box if Owner-Builder:**

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

**5. Engineer / Architect / Plan Designer:** \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*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 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Leave blank if project includes the addition of new square footage. Written estimates for labor and materials may be requested and/or the Building Division may alter a stated valuation to ensure accuracy.

\*\* Listing a design professional is strongly recommended. Corrections/plan sets will be returned to the designated contact only.

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Instructions: If applying as owner/agent, please complete pages 2, 3, 4, 5, 6, and 7. For contractors, please complete pages 2, 4 and 5.

**LICENSED CONTRACTOR'S DECLARATION**

*I hereby affirm under penalty of perjury that I am licensed under the 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: \_\_\_\_\_

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**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: \_\_\_\_\_  
Lender's Address: \_\_\_\_\_

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

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## OWNER-BUILDER DECLARATION

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 hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the **initials and checkboxes** I have placed next to the applicable item(s) below:*

\_\_\_ I, as owner of the property, or my employees with wages as their sole compensation, will complete \_\_\_ 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 Website:

<http://www.leginfo.ca.gov/calaw.html>.

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

### For Staff Use Only

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

California Driver's License      Other: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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## WORKER'S 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 (**please INITIAL one**):

\_\_\_\_\_ I have and will maintain a certificate of consent to self-insure for worker's 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 Number: \_\_\_\_\_

\_\_\_\_\_ I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are:

Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

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

Name of Agent: \_\_\_\_\_

Agent Phone #: \_\_\_\_\_

\_\_\_\_\_ I certify that, in 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 worker's compensation laws of California, and agree that, if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

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

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**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(s) of Authorized Agent(s):

\_\_\_\_\_

Address(es) of Authorized Agent(s):

\_\_\_\_\_

Phone Number(s) of Authorized Agent(s):

\_\_\_\_\_

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.

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

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.

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**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 \_\_\_\_\_.

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.

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

DIRECTIONS: **Read and INITIAL each statement** below to signify you understand and 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 materials 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 properly 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.

*(continued)*

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\_\_\_\_\_ 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.

Signature of Property Owner: \_\_\_\_\_

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.

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## MONO COUNTY PLAN SUBMITTAL REQUIREMENTS

### GENERAL

1.  Completed forms: permit application, water/sewer, street address, grading, encroachment
2.  1 full sets of plans (1 wet-stamped) on minimum 18" x 24" plan sheets
3.  1 Digital set on a thumb drive
4.  Geotechnical documentation (two 8½" x 11")
5.  Engineering design (two wet-stamped, 8½" x 11")
6.  Energy compliance documents (Title 24; two 8½" x 11")

### SITE PLAN

7.  Site plan drawn to scale with north arrow compass bearing
8.  Lot coverage calculations
9.  Lot dimensions and property lines
10.  Location and dimensions of driveway and parking areas
11.  Locations, dimensions and setbacks of existing and proposed structures, including any cargo containers, storage structures and propane tanks
12.  Wildland Urban Interface defensible space (30' and 100' structure clearances) and fire-resistive construction requirements clearly indicated
13.  Roof plan showing pitch of all portions of roof
14.  Existing site topographical contour lines at minimum 2' intervals
15.  Finished site topography showing cuts or fills on site plan and building elevations
16.  Easements, rights of way, edges of pavement, and adjoining streets
17.  Location of all utilities and points of connection
18.  Location of natural features; i.e., streambeds, lakes, ponds, wetlands, rocky outcrops
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
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)
28.  Detailed outdoor lighting plan on all elevations and outdoor fixture details (e.g., "spec" sheet)
29.  Construction Waste Management Plan, if applicable
30.  Fire sprinkler design
31.  Note CalGreen requirements, if applicable: reduction of water use, seal openings with rodent-proof material, operation manual folder, voe emission limits, cover mechanical equipment and manage dust entry into FAUs, wood framing moisture content, and bathroom exhaust fans.

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#### LANDSCAPE INFORMATION

32. Will this project Include the Installation of irrigated landscape?  Yes  No
33. If you answered yes to #31, will the irrigated area be  $\geq$  than 2,500 sq ft?  Yes  No
34.  Location of "smart" irrigation controllers on landscaping plans

#### DEFINITIONS FOR PLAN SUBMITTAL REQUIREMENTS

##### GENERAL:

**1. Completed permit application package:** All projects require a building permit application. Additional forms required for some projects may include: water/sewer questionnaire, grading permit questionnaire, request for street address, and encroachment permit application.

**2. Plans:** One printed set with wet stamps, on minimum 18" x 24" plan sheets, and one digital copy on a thumb drive.

**3. Geotechnical documentation: (2 printed sets)** Include soil class determination based on the tables in the California Building Code or an engineered soils report for new construction or additions to structures. Previous soils reports for subdivisions may be considered if accompanied by a current review letter from a Geotechnical Engineer stating that the report is applicable to the proposed project.

**4. Engineering design: (2 printed sets)** Other than projects that meet Conventional Light Construction code provisions, all new construction and alterations involving adding or modifying structural members require engineering design. Each plan sheet produced by the California licensed professional and the 8½" x 11" design submittals must be wet-stamped, signed and dated prior to the issuance of the Building Permit.

**Energy compliance documents (Title 24): (2 printed sets)** All new construction and alterations involving the addition of square footage require CF-1R energy calculations/submittals, and some may require a CF-1R alt, like window replacements.

**SITE PLAN:** Required for all permit applications as part of the plan set submittal.

**6. Compass bearing w/north arrow and site plans drawn to scale:** The north arrow should be taken from a compass and the site should be drawn to scale (for example, 1" = 10' or 1" = 20').

**7. Lot coverage calculation:** The lot coverage (measured in square feet) includes driveways, parking areas, building footprints, and any other impervious surfaces.

**8. Lot dimensions and property lines:** Show the width and depth of the lot. The property lines shall be verified in one of two ways:

■ **When the structure is < 20 feet from the required setback:**

1. Conclusive proof is required by a survey pin, hub, and/or monument;
2. The proposed structure's footprint has been staked and verified by an architect or engineer; or
3. Other conclusive proof acceptable to the building official.

*(continued)*

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■ **When the structure is > 20 feet from the required setback:**

1. Reasonable proof is required by a survey pin, hub, and or monument;
2. Wood stake or rebar stake;
3. The lot is of substantial size & the proposed structure is well within the setback requirements; or
4. Survey pins from adjacent lots that are close to the property line in question.

**9. Location and dimensions of driveway and parking areas:** Include the slope, dimensions and area of all driveways and parking areas, and identify the finished surface material.

**10. Locations, dimensions and setbacks of existing and proposed structures:** Show the locations, outside dimensions (width, depth, height), and setbacks to property lines and to other structures of all existing and proposed structures on site, including any cargo containers, storage structures, and/or propane tanks.

**11. Wildland Urban Interface requirements:** The California Building Code requires every project within Mono County to meet the following fire-resistive provisions for new structures: **(a)** Defensible Space: 30' and 100' structure clearances clearly indicated; **(b)** Class-A roofing materials; **(c)** No eave venting or exposed eave construction; **(d)** Fire-resistive siding; **(e)** One pane of tempered glass at all exterior windows; **(f)** Fire-resistive doors; and **(g)** Fire-resistive deck construction. Include details of State Fire Marshal-approved products.

**12. Roof plan showing pitch of all portions of roof:** Show roof slope (4/12, 6/12, etc.) and all eaves.

**13. Topographical contour lines:** Show at minimum 2' vertical intervals; where overall lot grade is 2' or less, owner signature and date on each submitted site plan must certify that the site has less than a 2' grade change.

**14. Finished site topography for proposed cuts or fills:** All proposed cuts and fills shall be included on the site plan indicating before and after elevations.

**15. Easements, rights of way, edges of pavement, and adjoining streets:** Site plans shall show all recorded easements, rights of way, pavement edges, and/or adjoining streets.

**16. Location of all utilities and points of connection:** Show the location and connection points of all utilities.

**17. Location and setbacks to natural features:** Show the setbacks and locations of all streambeds, lakes, ponds, wet areas/marshes and rock outcroppings.

**18. Best Management Practices (BMPs):** Indicate on-site BMPs of storm water and sediment flow to prevent erosion and sediment transport *off* the construction site.

### ARCHITECTURAL/STRUCTURAL PLANS:

**19. Scope of work description including current Building Codes used for design:** Scope of work, occupancy..

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..group and type of construction (SFR with Garage = Occupancy Group R-3/U and Type of Construction = V-B), and current building codes referenced are required on the title sheet of each set of submitted plans.

**20. Drawn to scale:** Note scale on all sheets and details. The typical scale used for architectural drawings is  $\frac{1}{4}'' = 1'-0''$ , whereas site plans are in an engineer scale (10', 20', 30', etc).

**21. Elevation plan with dimensions:** Show dimensioned exterior views of all sides of the project. Label each view by the direction it faces (north, south, east or west). If the project is located on sloping ground, this should be reflected in these views. The finished height of the project must be shown on these views.

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

**23. Framing/structural plans:** Thoroughly detail all structural elements as required by the structural calculations/design sheets. Provide a separate plan for each level (1st floor, 2nd floor, roof).

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

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

**26. Electrical, Mechanical, and Plumbing plans:** Show locations of all required electrical panels, outlets, fixtures, smoke detectors, ventilation fans, FAU, hot-water heaters, gas supply, water supply, etc.

**27. Outdoor lighting:** Provide outdoor lighting details on all elevations (include in electrical plans) and outdoor fixture details (e.g., "spec" sheet) in compliance with Dark Sky Regulations if project is located south of Walker Canyon.

>- **Note:** Outdoor lighting is required to meet California Energy Code requirements as well.

**28. Construction Waste Management Plan:** Provide a plan demonstrating 50% diversion of construction and demolition waste from the landfill for new construction.

**29. Fire sprinkler design:** Fire sprinklers with an adequate water supply are required for new residential construction.

**30. CalGreen requirements, note compliance with the following:** either the prescriptive flow rates or a 20% reduction from baseline for water use, construction openings larger than  $\frac{1}{4}''$  shall be sealed with a rodent-proof material, operation manual folder, voe 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.

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**LANDSCAPE INFORMATION:**

**31. Minimum thresholds triggering the landscape ordinance:**

1. New construction and rehabilitated landscapes for public agency projects and private development projects with a landscape area equal to or greater than 2,500 square feet requiring a building permit;
2. New construction and rehabilitated landscapes which are developer-installed in single-family and multi-family projects with a landscape area equal to or greater than 2,500 square feet requiring a building permit;
3. New construction landscapes which are homeowner-provided and/or homeowner-hired in single-family and multifamily residential projects with a total project landscape area equal to or greater than 5,000 square feet requiring a building permit.

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

**32.** See #31.

**33.** Landscaping plans shall show utilization of "smart" irrigation controllers that account for weather and/or soil moisture inputs.

**\* Application shall only be accepted when all of the above components are present at time of submittal. \***



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#### REFERENCE DOCUMENTS

*Documents and information also available at the Permit Center counters*

**California Building Standards Commission**, California Building Codes  
Codes available online at <http://www.dgs.ca.gov/bsc>

#### Mono County Building Division

<https://monocounty.ca.gov/building/page/building-division-resources>

- Building Permit Applications
- References for fire sprinkler requirements
- California Green Building Standards Code General Information
- Energy efficiency standards
- Fire-restrictive construction requirements
- Stair requirements for residential decks
- Minor permit requirements for deck additions
- Building inspection card

#### Mono County Public Works Department Documents

<https://monocounty.ca.gov/engineering>

- Encroachment permit application example, driveway diagram examples, provisions
- Grading permit application
- Street address or sign requests

#### Dark Sky Regulations, General Plan Land Use Element, Chapter 23

[https://monocounty.ca.gov/sites/default/files/fileattachments/planning\\_division/page/9617/2021\\_land\\_use\\_element\\_final\\_08-10-21.pdf](https://monocounty.ca.gov/sites/default/files/fileattachments/planning_division/page/9617/2021_land_use_element_final_08-10-21.pdf)

#### Living Light Guide

An overview of the process to build in Mono County, and general considerations for Mono County's unique environmental character and landscapes:

[https://monocounty.ca.gov/sites/default/files/fileattachments/building\\_division/page/5747/mono\\_county\\_property\\_owners\\_introduction\\_guide\\_2021\\_cdd\\_website.pdf](https://monocounty.ca.gov/sites/default/files/fileattachments/building_division/page/5747/mono_county_property_owners_introduction_guide_2021_cdd_website.pdf)

#### Design Guidelines

Assistance for property owners and designers in understanding the county's goals for high quality development that is sensitive to the unique character of the county and its communities (pg. 14)

[https://monocounty.ca.gov/sites/default/files/fileattachments/building\\_division/page/9797/2022\\_building\\_application\\_for\\_new\\_construction.pdf](https://monocounty.ca.gov/sites/default/files/fileattachments/building_division/page/9797/2022_building_application_for_new_construction.pdf)

#### Low-Impact Development (LID) and Green Development Guide

Alternative development regulations to keep polluted runoff water out of the rivers and lakes, use the chemical properties of soil and plants to remove pollutants from water, design subdivisions to clean their stormwater rather than dumping it into streams or lakes, and preserve the natural water flow of the site.

[https://monocounty.ca.gov/sites/default/files/fileattachments/planning\\_division/page/812/lid.green\\_development\\_guide.pdf](https://monocounty.ca.gov/sites/default/files/fileattachments/planning_division/page/812/lid.green_development_guide.pdf)

#### Water, Landscaping and Plant Guides

- Drought tolerant plant guide (Mammoth Community Water District):  
[https://www.fs.usda.gov/psw/publications/millar/psw\\_2015\\_millar004.pdf](https://www.fs.usda.gov/psw/publications/millar/psw_2015_millar004.pdf)
- Planning for water-wise development in the Sierra (Sierra Nevada Alliance): <https://sierranevadaalliance.org>
- Plants that thrive in Eastern Sierra gardens:  
<https://monocounty.ca.gov/planning/page/resource-documents>

# Mono County Community Development Department

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

## Building Division

PO Box 8  
Bridgeport, CA 93517  
760.932.5420, fax 932.5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## Commercial and Residential Generator Submission Requirements

Please use this document as a tool when submitting applications for Commercial and Residential B/U Generator projects in Mono County. Please be advised, submissions that do not include all the following will be rejected.

### **Mono County Permit Application** (Please use the Minor Building Permit Application)

*All applicants must complete the front page of the application with all project information*

**Contractors**, please fill out additional pages 2, 4, and 5

**Owner - Builders**, please fill out additional pages 2, 3, 4, 5, 6, and 7

### **Submittal Requirements:**

Site Plan – To Include:

- Building showing windows, doors, regulator vents within 10 ft of generator
- Generator location, Pad Material, Distance to Structure(s)
- Conduit Line with Specifications
- Transfer Switch and Main Service Components (i.e. meter, panel, etc.)
- All Fuel Storage Tanks, Piping, and Regulator Locations
- No generator equipment shall be located in snow shed zones.

Line Diagram – To Include:

- Generator Brand, Model, and Output Rating
- Transfer Switch Brand, Model, and Specifications
- Disconnect Rating (if not included in transfer switch)
- Main Manufacturer and Rating
- Sub-Panel Manufacturer and Rating (if applicable)
- Conductor and Conduit Sizing
- Fuel Type and Pipe Sizing
- Grounding and Bonding Requirements

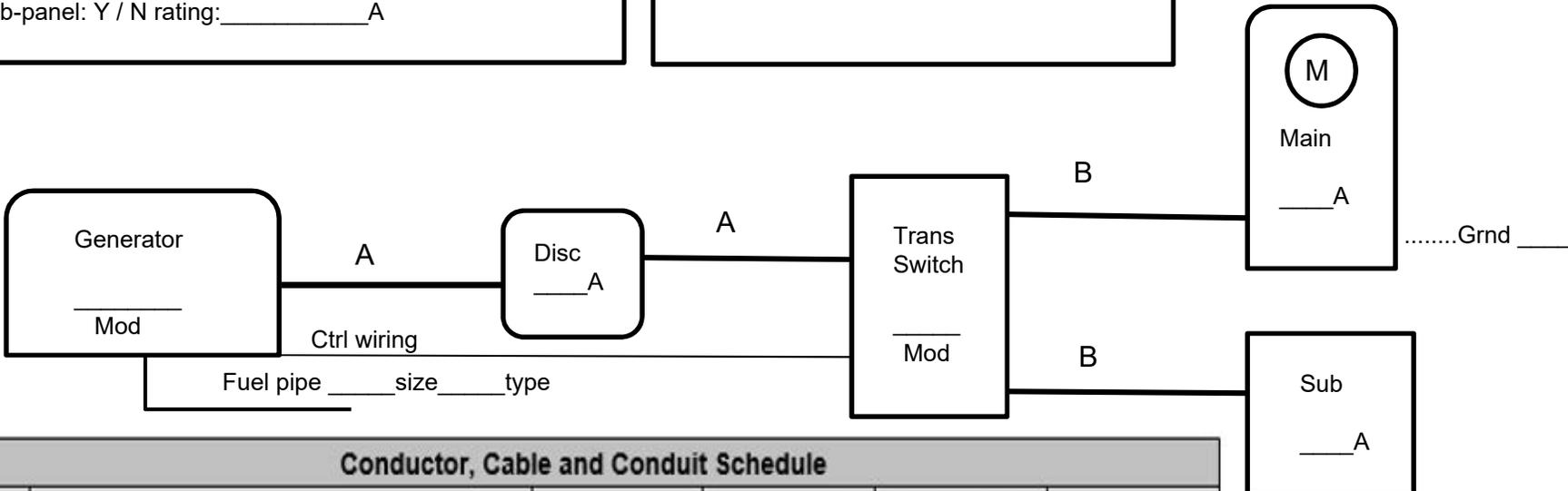
Manuals/ Technical Product Specifications for:

- Transfer Switch
- Generator(s)

# Residential B/U Generator One- and Two-Family Dwellings Line Diagram

Equipment
Generator Model: _____
Generator Rating: _____ W
Transfer switch Model: _____
Disconnect: Y / N rating: _____ A
Main model and rating: _____ / _____ A
Sub-panel: Y / N rating: _____ A

Notes

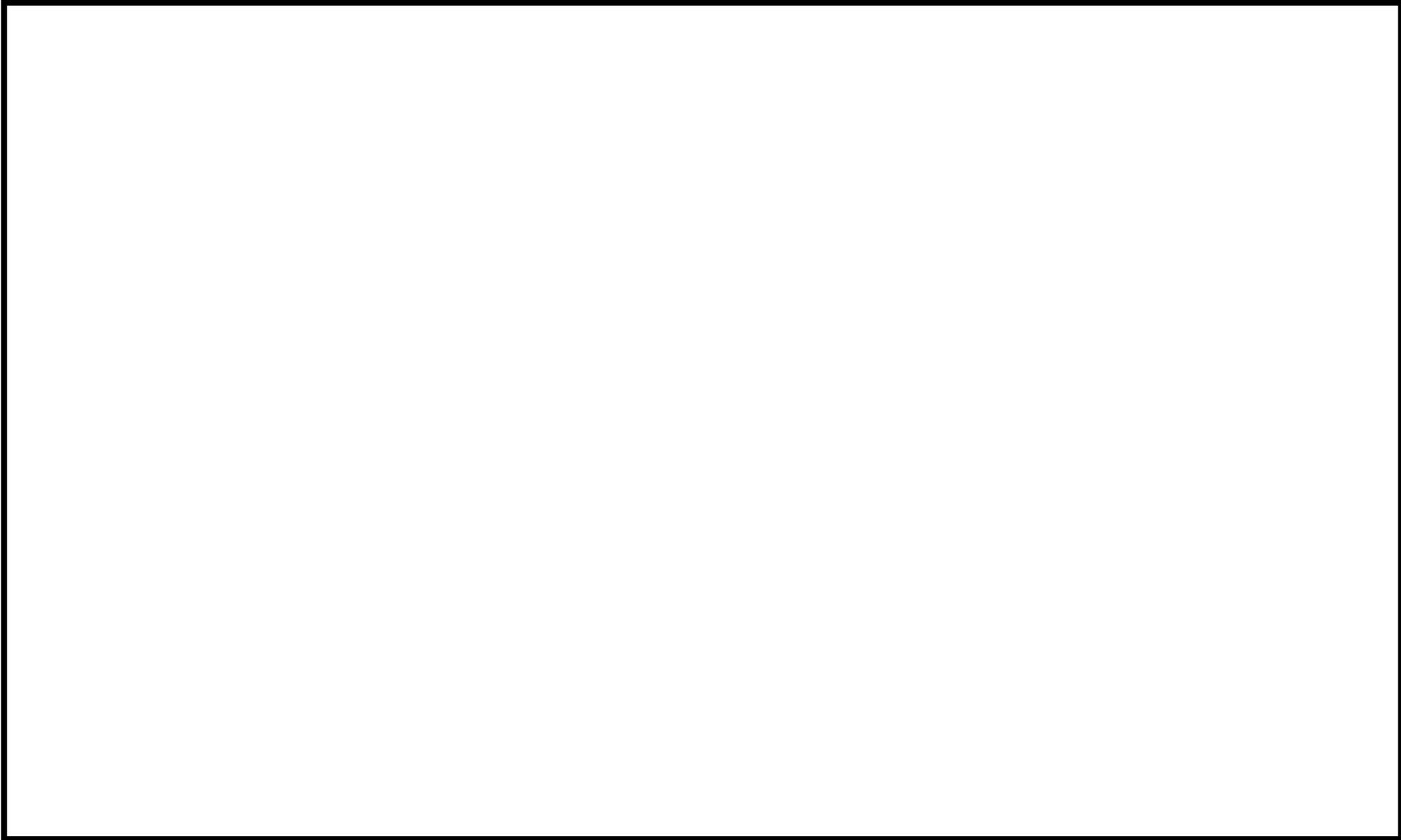


Conductor, Cable and Conduit Schedule					
<input type="checkbox"/> TAG	Description and Conductor Type: (Table 3)	Conductor Size	Number of Conductors	Conduit/ Conductor/ Cable Type	Conduit Size
A	Current-Carrying Conductors: (for each branch circuit)				
	EGC:				
	GEC (when required):				
B	Current-Carrying Conductors:				
	EGC:				
	GEC (when required):				

Items required: Equipment model, manufacturer and rating. Wire and conduit size. Fuel source pipe size and type. Equipment grounding

# Residential B/U Generator Site Plan

Diagram for One- and Two-Family Dwellings



Items required: Generator location, residence and important structures, operable windows and vents, electrical service, drive and traffic ways, LP fuel tanks, LP fuel distribution lines, LP fuel regulators,