

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: _____

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.

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 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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APPLICABLE 2025 CALIFORNIA BUILDING CODES AND DESIGN STANDARDS

Administrative Code	Fire Code	Plumbing Code
Electrical Code	Green Building Standards Code	Referenced Standards Code
Energy Code	Historical Building Code	Residential Code, Including Appendices:
Existing Building Code	Mechanical Code	BO (Existing Buildings and Structures);
Building Code, Including Appendices: C (Agricultural Buildings); P (Sleeping Lofts)	Wildland Urban Interface (WUI) Code	BB (Tiny Houses)

SEISMIC DESIGN CATEGORY: D

CLIMATE ZONE: 16

SOILS DOCUMENTATION: All Structures

WIND LOAD: Per the 2025 CBC and CRC

FROST DEPTH: 18" below exterior finished grade minimum

SNOW LOADS:

- High desert area roofs (*): Terrain Category D/Flat unobstructed areas ASCE7-22 Table 7.3-1 $C_e=0.9$.
- Use exposure category C/ASCE 7-22 Table 7.3-1 $C_e = 1.0$ for partially exposed roofs.
- Use ASCE 7-22 Tables 7.3-2 and 7.3-3 for determination of thermal Factor (C_t).
- Use ASCE 7-22 Equation 7.3-1 to convert ground snow load (P_g) to flat roof snow load (P_f).
- Use Figure 7.4-1 ASCE 7-22 for determination of C_s if roof meets criteria for slope reduction.

Ground Snow Load PSF- Roof Snow Load Conversion Table

High Desert Locations	Elevation	Ground Snow Load	Typical Flat Roof Snow Load
Chalfant Valley	4,200 ft.	55 psf	38 psf
Hammil Valley	4,500 ft.	55 psf	38 psf
Paradise	5,000 ft.	55 psf	38 psf
Topaz	5,000 ft.	55 psf	38 psf
Coleville	5,100 ft.	55 psf	38 psf
Benton	5,400 ft.	55 psf	38 psf
Walker	5,400 ft.	55 psf	38 psf
Bridgeport	6,470 ft.	65 psf	50 psf
Mono City	6,899 ft.	75 psf	58 psf
Long Valley	7,000 ft.	80 psf	62 psf
Toms Place/ Sunny Slopes	7,000 ft.	80 psf	60 psf
Mountain Area Location	Elevation	Ground Snow Load	Typical Flat Roof Snow Load
Swall Meadows	6,400 ft	100 psf	77 psf
Sonora Junction	6,500 ft	155 psf	119 psf
Rancheria Estates	6,600 ft	105 psf	81 psf
Pickle Meadow	6,800 ft	155 psf	119 psf
Lee Vining	6,800 ft	120 psf	92 psf
Long Valley	7,000 ft	125 psf	96 psf
Lundy Lake	7,000 ft	150 psf	116 psf
Crowley Lake	7,000 ft	125 psf	96 psf
Bald Mountain	7,100 ft	150 psf	116 psf
Twin Lakes	7,200 ft	140 psf	109 psf
Devil's Gate	7,400 ft	155 psf	119 psf
Crestview	7,400 ft	150 psf	116 psf
Swauger Creek	7,500 ft	150 psf	116 psf
Convict Lake	7,580 ft	155 psf	119 psf
June Lake	7,600 ft	155 psf	119 psf
Lundy Lake (upper)	8,000 ft	285 psf	220 psf
Virginia Lakes	9,600 ft	285 PSF	220 Psf

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

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

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

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

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

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
- 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>



**INFORMATION TECHNOLOGY
COUNTY OF MONO**

MONO COUNTY CIVIC CENTER, 1290 TAVERN ROAD, SUITE 131
P.O. BOX 7657
MAMMOTH LAKES, CA 93546
(760) 924-1684 • FAX (760) 924-1697
gis@mono.ca.gov

REQUEST FOR STREET ADDRESS

Consistent with applicable statutory requirements, disclosure of street address information is confidential in nature and should not be disclosed to anyone other than the property owner or the property owner’s authorized agent.

Mono County Code regulates the naming of streets and addresses with the intention to enhance the effective and rapid location of properties by public safety personnel, including law enforcement, fire, rescue, and emergency medical services personnel within the geographical area of Mono County. Further, the intent is to provide for the uniform marking of streets and roadways and to provide for the assignment of address numbers for all properties and buildings throughout the County.

Please describe the structure by checking the appropriate box:

- Single Family Residence
- Second Dwelling Unit on Same Parcel
- Commercial Property: _____
- Vacant Lot / Parcel: (Note: address numbers are not generally assigned to vacant parcels)
- Other – Please explain: _____

Project Location

Assessor’s Parcel No.: _____ Community: _____

Street Name: _____

Property Owner

Name: _____ Phone: _____

Email: _____

Mailing Address: _____
City *State* *Zip*

Agent’s Name: _____ Phone: _____

----- Space below reserved for County use only -----

Assigned Address: _____



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) 9524-1831

WATER/SEWER QUESTIONNAIRE

OWNER
ADDRESS CITY/STATE/ZIP
TELEPHONE EMAIL
PROPERTY LOCATION ASSESSORS PARCEL #

EXISTING FACILITIES

- Residence with Bedrooms Bathrooms Family Room Garage
Guest Quarters with Bedrooms Bathrooms

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 Bedrooms Bathrooms Family Room Garage
Guest Quarters with Bedrooms Bathrooms

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
Approved Pending Receipt of:
Septic Permit Application Well Permit Application Record of Easement
Will Serve Letter for: Water Sewer

Environmental Scientist Date



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

GRADING PERMIT QUESTIONNAIRE

(APPLICATION FOR PERMIT TO PERFORM LAND CLEARING, EARTHWORK, AND/OR DRAINAGE ALTERATION)

This questionnaire is designed to help the Department of Public Works determine whether a grading permit is required for your proposed project. Please answer all the following questions, provide project information, and sign the questionnaire.

Description of Work _____

Attached Plan Plans prepared by: _____ Date: _____

Expected work completion year and month: _____

Property Owner / Permittee: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Optional Phone: _____

Project Location

Street Address: _____ Community: _____ Zip: _____

Assessor's Parcel No: _____

The following questions apply to grading activities associated with your project, **but do not apply to work to be done within the footprint of your building.** If this questionnaire is being completed in conjunction with a Building Permit. For example, do not consider excavation for a basement – the Building Permit covers that; but do consider excavation for a driveway to a garage in the basement.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Will you remove the vegetation from more than 10,000 square feet of land?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will you excavate for an underground storage tank larger than 10,000 gallons? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will you excavate 200 or more cubic yards of soil and/or rock? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will your excavation be over 4 feet in depth at any point?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will your excavation be closer than 2 feet to any property line?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will any excavation slopes be steeper than 2:1 (horizontal to vertical)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will your excavation slopes be bare soil without vegetation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will you fill more than 200 cubic yards of soil and/or rock? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will you fill three feet or more in depth at any point?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will you fill closer than two feet to any property line? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will you fill on ground having a natural slope steeper than 5:1 (horiz. to vertical)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Will you construct a fill that has slopes steeper than 2:1 (horizontal to vertical)?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Will your fill slopes be bare soil without vegetation?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Will you excavate, fill, or clear on or within, any property such that soil or debris washed, eroded, or moved from the property by natural or artificial means creates a public nuisance or hazard on other property or road?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Will you modify, re-direct, obstruct, divert, or interfere with natural or artificial surface drainage swales, ditches, gutters, or other improved or unimproved drainage channels or drainage ways? | <input type="checkbox"/> | <input type="checkbox"/> |

I certify under penalty of perjury in accordance with the laws of the State of California that I am the owner,* or have authority to act on behalf of the owner,** of the above-described property and that the answers to the foregoing questions are true and correct to the best of my knowledge. I hereby agree to defend, indemnify and hold harmless the County of Mono, its officers, and employees for any damage and/or expenses arising as a result of an incorrect answer(s) to any of the above questions.

*Owner is defined by Mono County Code section 13.08.020 as “the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work subject to this chapter [Mono County Code Chapter 13.08] is planned, where the applicant represents that the property interest encompasses and allows the type of work sought to be performed pursuant to the permit.”

** A valid “Owner’s Statement and Authorization of Agent to Act on Owner’s Behalf” must be completed and on file with Public Works.

Owner/Authorized Agent (print name): _____

Signature: _____ Date: _____

**IF YOU HAVE ANSWERED YES TO ANY OF THE QUESTIONS ABOVE,
PLEASE FILL OUT THE GRADING PERMIT APPLICATION**

GRADING PERMIT APPLICATION

APPLICATION REQUESTING AUTHORIZATION TO PERFORM LAND CLEARING, EARTHWORK, AND/OR DRAINAGE ALTERATION

Project data consistent with sections 13.08.060 & 13.08.070 of the Mono County Code and an Application Fee must accompany this application to initiate plan review (check payable to "County of Mono"). Depending upon project scope, additional reports, plans, details, or surveys may be required to complete the application. An inspection fee may be required and acceptable surety may also be required prior to permit issuance.

The Department of Public Works reviews and processes grading permit applications in the order received. Every effort will be made to conduct an initial completeness review within one week of application receipt, and a detailed initial plan check and issuance of technical review comments within three weeks of receiving a complete application, but project work load, staff resources, and other factors may extend these goals.

The undersigned hereby applies for a permit to perform the following activities (complete all that apply to your proposed project; attach additional sheets if necessary):

LAND CLEARING area: _____ sq. ft.

EXCAVATION max. depth: _____ ft. volume: _____ cubic yards

FILL max. height: _____ ft. volume: _____ cubic yards

DRAINAGE ALTERATION (describe):

Will the activity precede residential building construction by one year or less? n/a Yes No

Have you submitted a NOI to the SWRCB under the statewide NPDES permit? n/a Yes No

Project Location

Street Address: _____ Community: _____ Zip: _____

Assessor's Parcel No: _____ Zoning: _____

Property Owner / Permittee: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Optional Phone: _____

Grading permits may only be issued to the owner of the property upon which the work is to be performed. Owner is defined by Mono County Code section 13.08.020 as "the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work subject to this chapter [13.08] is planned, where the applicant represents that the interest encompasses and allows the type of work sought to be performed pursuant to the permit."

The owner is responsible for obtaining all other necessary permits or approvals related to the proposed work including, but not limited to, those that may be required by the Department of Fish and Game, the Regional Water Quality Control Board, and the Great Basin Unified Air Pollution Control District. As a condition to the issuance of a grading permit for the proposed work, the owner must agree to defend, indemnify, and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with the performance of the work covered by the grading permit or its issuance. The owner may be required to provide a bond to guarantee this obligation.

By signing this application (or, in the case of an application signed by an agent for the owner, by signing the attached Owner’s Statement and Authorization of Agent to Act on Owner’s Behalf), the owner certifies, under penalty of perjury in accordance with the laws of the State of California, that he/she is the legal owner of the land upon which all grading, land clearing, earthwork, and or/drainage alteration described in the application to which this authorization is attached (the “Work”) will be performed, or that he/she otherwise has a property interest in such land (e.g., easement, license, or other interest) which gives him/her the legal right to access said lands and to perform the Work thereon.

If this application is signed by an agent of the owner, then Attachment A, “Owner’s Statement and Authorization of Agent to Act on Owner’s Behalf” must be completed by the owner.

Owner/Authorized Agent (print name): _____

Signature: _____ Date: _____

----- Space below reserved for Public Works -----

Received:

- Questionnaire**
- Attachment A**
- Site Plan** - Plan(s) prepared by: _____ Date: _____
- Description**
Notes Related to Project Description: _____

- Application Fee** (this fee is typically \$660 based on 5 hours staff time at \$132 hourly rate, and is considered a deposit. Depending upon the project additional fees may be required to cover County expenses)

Amount Collected: _____

- Project No:** GP _____

**ATTACHMENT A TO GRADING PERMIT APPLICATION
OWNER’S STATEMENT AND
AUTHORIZATION OF AGENT TO ACT ON OWNER’S BEHALF**

Assessor’s Parcel No.: _____

Street Address: Town: _____

I, _____ (insert name of owner), hereby certify, under penalty of perjury in accordance with the laws of the State of California, that I am the legal owner of the property described above (and in the attached grading permit application) upon which all grading, land clearing, earthwork, and or/drainage alteration for which a grading permit is sought (the “Work”) will be performed, or that I otherwise have an interest in such property (e.g., easement, license, or other interest) which gives me the legal right to access said property and to perform the Work thereon. All references to the “owner” of the property in this document shall refer to the individual named in this paragraph.

I hereby designate _____ (insert name of agent) to act on my behalf with respect to the grading permit application to which this authorization is attached. Such authorization includes, without limitation, authority to: execute and submit a grading permit application on my behalf; execute and complete a grading permit questionnaire on my behalf; and perform any other task necessary to facilitate the issuance of the grading permit, unless such task is specifically required to be completed by the owner as noted below.

I understand that, as the owner of the property and the person to whom the grading permit will be issued, I am responsible for obtaining all other necessary permits or approvals related to the Work, including, but not limited to, those that may be required by the Department of Fish and Game, the Regional Water Quality Control Board, the Great Basin Unified Air Pollution Control District, and/or any other owner of the property whose permission is legally required.

I also understand that, as a condition to the issuance of a grading permit for the proposed Work, I will be required to sign a statement obligating me to defend, indemnify, and hold harmless the County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney’s fees, arising out of, resulting from or in connection with the performance of the Work or arising out of, resulting from, or in connection with the issuance of the grading permit. My agent cannot sign that statement on my behalf. I further understand that I may be required to provide a bond to guarantee the obligations contained in that statement.

Owner/Authorized Agent (print name): _____

Signature: _____ Date: _____

Mono County Community Development Department

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

ENCROACHMENT PERMIT QUESTIONNAIRE

The purpose of this questionnaire is to assist with determining whether an encroachment permit is required for your project, and from which agency. Please answer all of the following questions, provide project information, and sign the questionnaire.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Is access taken from a County road/right-of-way? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Will new access be constructed?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. If access currently exists, will the current driveway apron be modified? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. If access currently exists, will the current finished surface be modified?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will any work occur within a County right-of-way or County road? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is access, either existing or to be constructed, taken from a State road/right-of-way?..... | <input type="checkbox"/> | <input type="checkbox"/> |

If question #3 was answered yes, *Caltrans* must be contacted regarding the project even if access and/or a Caltrans encroachment permit currently exists. Please contact Gayle Rosander at 760.872.0785 or gayle_rosander@dot.ca.gov.

If a Mono County encroachment permit is required, the Public Works Department will contact the property owner.

Project Location

APN: _____ Street Address: _____

Road from which access is taken: _____

Property Owner

Name: _____ Email: _____

Address: _____ Phone: _____

Certification Statement

I certify under penalty of perjury in accordance with the laws of the State of California that I am the owner*, or have authority to act on behalf of the owner**, of the above-described property and that the answers to the foregoing questions are true and correct to the best of my knowledge. I hereby agree to defend, indemnify, and hold harmless the County of Mono, its officers, and employees for any damage and/or expenses arising as a result of an incorrect answer(s) to any of the above questions.

Owner/ Agent Signature: _____ Date: _____

* Owner is defined by Mono County Code section 13.08.020 as "the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work subject to this chapter [Mono County Code Chapter 13.08] is planned, where the applicant represents that the property interest encompasses and allows the type of work sought to be performed pursuant to the permit."

** A valid "Owner's Statement and Authorization of Agent to Act on Owner's Behalf" must be completed and on file with Public Works.