

**CITY OF POINT ARENA**

451 School Street or PO Box 67

Point Arena, CA 95468

Phone: 707-882-2122

**BUILDING PERMIT
APPLICATION**

Note: The City of Point Arena's building permits are handled by the County of Mendocino Planning & Building Department. Before applying for a building permit from the County, however, property owners or contractors must begin the process at Point Arena City Hall. **Please provide the City a Plot Plan and attach all forms that will be submitted to the County.** This helps ensure that proposed building plans are compatible with the Point Arena Municipal Code.

BUILDING INFO

Assessor Parcel Number (APN)

027-

Current Use of Building

Zoning

Building Physical Address

Description of Work to be Performed

APPLICANT

Building Owner Name

Building Owner Email

Building Owner Phone #

Building Owner Mailing Address

Agent Name (if any)

Agent Email

Agent Phone #

Agent Mailing Address

CERTIFICATION

I, _____, hereby declare that the foregoing is, to the best of my knowledge, true and correct and understand that failure to provide truthful and accurate information necessary to process this permit application, or to provide notice as required, may result in delay in processing the application or may constitute grounds for revocation of the permit requested herein. [Ord. 179 § 6.17, 2001]

Signature of Applicant_____
Date_____
Signature of Property Owner_____
Date☐ **APPROVED**_____
Signature_____
Date☐ **DENIED**

Reason(s):



CITY OF POINT ARENA

451 School Street | P.O. Box 67 | Point Arena, CA 95468
Phone: (707) 882-2122 | Fax: (707) 882-2124 | cityofpointarena.net

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required to construct, alter, enlarge, repair, move, improve, convert or demolish a building or structure. In addition to a building permit, plumbing, mechanical and electrical permits may be required. Some projects are exempt from these requirements; check with City Hall or the County Building Department for more information.

BUILDING PERMIT PROCEDURE

The City of Point Arena's building permits are handled by the County of Mendocino Planning & Building Department. Before applying for a building permit from the County, however, property owners or contractors must begin the permitting process at Point Arena City Hall.

It is vital that all forms that will be submitted to the County are included with the City's application. This includes a full set of plans. Incomplete applications will be rejected by the City. The County will not process an application without approval by the City first. Please be sure to contact the County to verify the forms you will need to complete their process.

Once the application and plans are submitted, City staff reviews the plans for consistency with the General Plan/Local Coastal Plan and the Point Arena Municipal Code. Since the City of Point Arena is located in the Coastal Zone, some major construction projects may require a Coastal Development Permit.

Once approved by the City, the applicant takes their application to the County of Mendocino Building Department for plan check services. If everything is in order, the Building Department will issue a building permit. Any questions regarding the County process can be answered by the Planning & Building Department at 707-964-5379.

OTHER REQUIRED PERMITS

Encroachment: Any work conducted in the public right-of-way (street, sidewalk, alley, etc.) requires an encroachment permit from the City. Depending on the location, an encroachment permit may be required by Cal-Trans.

Signs: Signs larger than 3 square feet generally require a permit from the City. The City has specific standards for different types of signs. Please contact City Hall at 882-2122 for more information.



Planning and Building Services

BUILDING PERMIT APPLICATION

Permit # _____

Accepted By: _____

Date: _____

(Office Use Only)

Only property owners, licensed contractors or agents with written authorization may obtain permits.

MARK ALL THAT APPLY	1. ☐ RESIDENTIAL ☐ COMMERCIAL ☐ AGRICULTURAL ☐ INDUSTRIAL																											
	2. ☐ New ☐ Addition ☐ Remodel/Replace ☐ Demolition																											
	3. <table border="0"><tr><td>☐ Single Family</td><td>☐ Mobile Home</td><td>☐ Grading</td><td>☐ Window Change</td><td>☐ Reroof w/Sheathing</td><td>☐ Electrical</td><td>☐ Other: _____</td></tr><tr><td>☐ 2-4 Unit Residential</td><td>☐ Manufactured</td><td>☐ Fire Repair</td><td>☐ Swimming Pool</td><td>☐ Photovoltaic</td><td>☐ Class K</td><td></td></tr><tr><td>☐ 5+ Unit Residential</td><td>☐ Modular</td><td>☐ Garage/Storage</td><td>☐ Siding</td><td>☐ Mechanical</td><td>☐ Ag Exempt</td><td></td></tr><tr><td>☐ Second Residence</td><td>☐ Foundation Only</td><td>☐ Deck/Patio Cover</td><td>☐ Reroof</td><td>☐ Plumbing</td><td>☐ Occupancy Change</td><td></td></tr></table>	☐ Single Family	☐ Mobile Home	☐ Grading	☐ Window Change	☐ Reroof w/Sheathing	☐ Electrical	☐ Other: _____	☐ 2-4 Unit Residential	☐ Manufactured	☐ Fire Repair	☐ Swimming Pool	☐ Photovoltaic	☐ Class K		☐ 5+ Unit Residential	☐ Modular	☐ Garage/Storage	☐ Siding	☐ Mechanical	☐ Ag Exempt		☐ Second Residence	☐ Foundation Only	☐ Deck/Patio Cover	☐ Reroof	☐ Plumbing	☐ Occupancy Change
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Project Address: _____ APN: _____

Driving Directions: _____

Complete scope of work: _____		Valuation: \$ _____																																																																									
<table border="1"><thead><tr><th></th><th>Existing</th><th>Proposed</th></tr></thead><tbody><tr><td colspan="3">Residential</td></tr><tr><td>☐ Living Area</td><td></td><td>sf</td></tr><tr><td>☐ Garage/Storage</td><td></td><td>sf</td></tr><tr><td>☐ Deck</td><td></td><td>sf</td></tr><tr><td>☐ Porch</td><td></td><td>sf</td></tr><tr><td>☐ Carport</td><td></td><td>sf</td></tr><tr><td>☐ Remodel</td><td></td><td>sf</td></tr><tr><td>☐ Other:</td><td></td><td>sf</td></tr><tr><td colspan="3">Commercial/Industrial</td></tr><tr><td>☐ Office</td><td></td><td>sf</td></tr><tr><td>☐ Medical</td><td></td><td>sf</td></tr><tr><td>☐ Retail</td><td></td><td>sf</td></tr><tr><td>☐ Restaurant</td><td></td><td>sf</td></tr><tr><td>☐ Warehouse</td><td></td><td>sf</td></tr><tr><td>☐ Other:</td><td></td><td>sf</td></tr><tr><td colspan="3">Agricultural</td></tr><tr><td>☐ Other:</td><td></td><td>sf</td></tr></tbody></table>		Existing	Proposed	Residential			☐ Living Area		sf	☐ Garage/Storage		sf	☐ Deck		sf	☐ Porch		sf	☐ Carport		sf	☐ Remodel		sf	☐ Other:		sf	Commercial/Industrial			☐ Office		sf	☐ Medical		sf	☐ Retail		sf	☐ Restaurant		sf	☐ Warehouse		sf	☐ Other:		sf	Agricultural			☐ Other:		sf	<table border="1"><tr><td>Grading ☐ YES ☐ NO</td></tr><tr><td>Cut _____ (cy) Fill _____ (cy) Slope _____ (sf)</td></tr><tr><td>Area of disturbance _____ (sf)</td></tr><tr><td>Utilities</td></tr><tr><td>☐ Well ☐ Septic ☐ Public: _____</td></tr><tr><td>Will you or your contractor perform any of the following?</td></tr><tr><td>☐ Construct/upgrade a fence?</td></tr><tr><td>☐ Construct/upgrade driveway?</td></tr><tr><td>☐ Construct new road or upgrade an existing approach?</td></tr><tr><td>☐ Install/replace culvert in roadside ditch?</td></tr><tr><td>☐ Install utilities/services in County Right-of-Way?</td></tr><tr><td>☐ Trim/remove any trees within County Right-of-Way?</td></tr><tr><td>☐ Will not be performing any of the above actions.</td></tr><tr><td>Are there any other buildings on the site? If so, please describe: _____</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>Are there any other adjoining properties owned? If so, list APN's: _____</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr><tr><td>_____</td></tr></table>	Grading ☐ YES ☐ NO	Cut _____ (cy) Fill _____ (cy) Slope _____ (sf)	Area of disturbance _____ (sf)	Utilities	☐ Well ☐ Septic ☐ Public: _____	Will you or your contractor perform any of the following?	☐ Construct/upgrade a fence?	☐ Construct/upgrade driveway?	☐ Construct new road or upgrade an existing approach?	☐ Install/replace culvert in roadside ditch?	☐ Install utilities/services in County Right-of-Way?	☐ Trim/remove any trees within County Right-of-Way?	☐ Will not be performing any of the above actions.	Are there any other buildings on the site? If so, please describe: _____	_____	_____	Are there any other adjoining properties owned? If so, list APN's: _____	_____	_____	_____
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Size of Structure: _____ sf																																																																											
Total # of Bedrooms: _____ Existing _____ Proposed																																																																											
If Mobile Home, Year: _____ Make: _____																																																																											
Model: _____ Serial #: _____																																																																											

Applicant Information: Please check the appropriate box for the primary contact☐ PROPERTY OWNER☐ AGENT☐ CONTRACTOR☐ OWNER/BUILDER? *Proof of Ownership will be required

Property Owner Name: _____ Phone: _____ Email: _____

Address: _____

Agent Name: _____ Phone: _____ Email: _____

Address: _____

Contractor Name: _____ Phone: _____ Email: _____

Address: _____ License # & Class: _____

Waste Management-Recycling Plan

- ☐ Yes - I understand that a Construction Waste Management Plan is required for all construction permits of 1,000 sf or more and all demolition permits. 50% diversion of your waste may be required.

LICENSED CONTRACTOR 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.

Date: _____ **Contractor Signature:** _____

OWNER/BUILDER DECLARATION: I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)

☐ I, as owner of the property, 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, as owner of the property, or my employees with wages as their sole compensation, will do () all of OR () portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

☐ I am exempt from licensure under the Contractors' State License Law for the following reason: _____

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Date: _____ **Owner Signature:** _____

WORKER S' COMPENSATION DECLARATION: *Please read carefully and check the applicable statement below:*

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: Carrier _____ Policy No _____ Expiration Date _____

Name of Agent _____ Phone Number _____

☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy Number _____

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 3097, Civil Code). ☐ N/A

Lender's Name _____

Lender's Address _____

By my signature below, I certify to the following: I am () a California licensed contractor or () the property owner* or () authorized to act on the property owner's behalf**. I have read this construction permit 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.

TIME LIMITATIONS OF APPLICATION: *An application for a permit for any proposed work shall be deemed to have been abandoned 1 year after the date of filing, unless a permit has been issued. The destruction of documents may occur 180 days after application expiration date.*

Date: _____ **SIGNATURE OF APPLICANT:** _____

* Requires Separate Owner Verification

**Requires Separate Agent Authorization Form



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FT. BRAGG • CALIFORNIA • 95437

IGNACIO GONZALEZ, INTERIM DIRECTOR

PHONE: 707-234-6650

FAX: 707-463-5709

FB PHONE: 707-964-5379

FB FAX: 707-961-2427

pbs@mendocinocounty.org

www.mendocinocounty.org/pbs

BUILDING PERMIT APPLICATION CHECKLIST

Minimum required documents to submit for Building Permit:

- ☐ 1 permit application with all fields and applicable declaration(s) completed (double sided)
- ☐ 1 copy of an 8 ½" x 11" plot/site plan with all applicable information
- ☐ 3 copies of construction (Building or Grading) plans

Minimum required documents to submit for Manufactured or Mobile Home Permit:

- ☐ 1 permit application with all fields and applicable declaration(s) completed (double sided)
- ☐ 1 copy of an 8 ½" x 11" plot/site plan with all applicable information
- ☐ 2 copies of Manufactured Home insulation Manuel OR Manufactured Home block set up
- ☐ 2 copies of Manufactured Home permanent foundation plans OR Manufactured home engineered tie down system

Other documents that may be required for submittal OR prior to permit issuance:

- ☐ 2 copies of Title 24- Energy Compliance (conditioned space)
- ☐ 2 copies of engineering calculations with "wet" signature
- ☐ 1 copy of approved Cal Fire application and conditions of approval
- ☐ 1 copy of Fire Department approval (local responsibility areas)
- ☐ 1 copy of Air Quality approval
- ☐ 1 copy of "Class K" wavier form completed
- ☐ 1 copy of current recorded deed
- ☐ 1 copy of school impact fees (Anderson Valley & Mendocino Unified)
- ☐ 1 copy of sewer district approval
- ☐ 1 copy of water district approval
- ☐ 1 copy of MS4 handout (if in MS4 area)
- ☐ 1 copy of agent authorization form completed by property owner



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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Plot Plan Requirements

Your application for a building permit must include 1 copy of an 8½" x 11" Plot Plan. (Larger paper size (up to 11x17) may be accepted upon approval). The information shown on the plot plan should be legible, drawn to scale if possible and must show the following:

1. Property Owner's Name, Job Address, and Assessor's Parcel Number(s).
2. Legal Parcel Configuration clearly shown with all property boundaries, dimensions and acreage (must include all Assessors' Parcel Numbers).
3. Adjacent streets both public and private and any access easements.
4. Distance from centerline of any public/private roadway to property line.
5. North Arrow and scale if applicable.
6. Proposed structure or addition including distance from property lines and other structures (i.e. Proposed Single Family Residence, Proposed Garage etc...)
7. All Existing structures clearly labeled and distances from property lines (i.e. Existing Garage, Existing Barn etc...)
8. Driveways, Parking and Loading areas. Parking space size and setbacks from property lines must be shown for all commercial/industrial parking.
9. Existing and proposed septic systems/leach fields and wells, including distances from structures.
10. Easements and Utility lines (power, sewer, water, access etc...)
11. Fences, retaining walls.
12. Lakes, ponds or streams to be identified with names if appropriate. Setbacks from watercourse to proposed project.
13. Location of Floodplain/Floodway.
14. Location of any Signs and distances to property lines for commercial/industrial uses.

Plot Plans, which may not be acceptable:

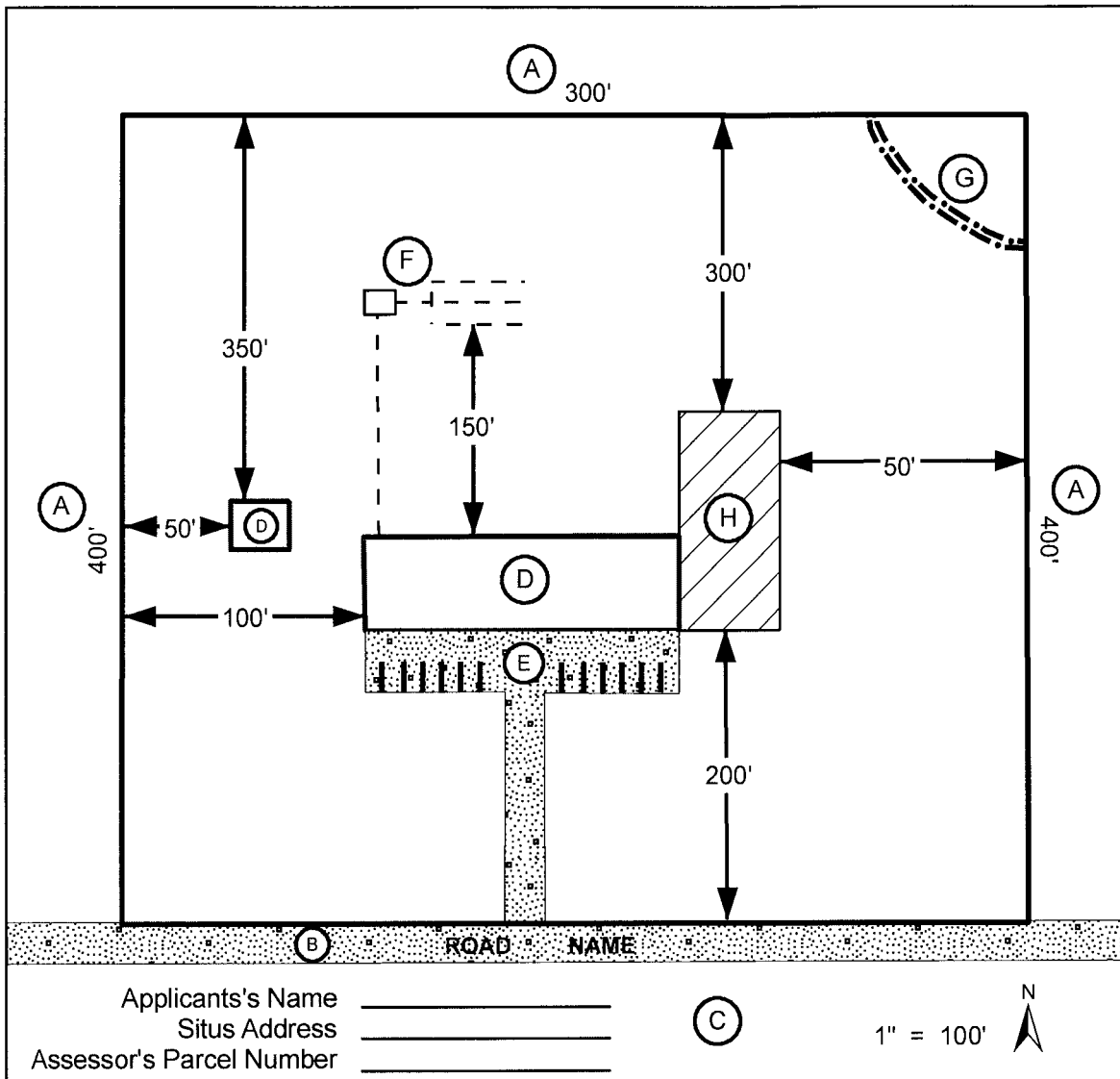
- a. Copies from the CDF application
- b. Portions of larger scaled plot plans
- c. Copies of plot plans used for previously approved building permits (plans which may include whited out areas, previous approval signatures, and illegible notations).

Failure to include any of the required information may result in the rejection of your application, in the delay of processing your building permit application or invalidate your approved building permit.

You may wish to use the Plot Plan Form supplied with your building permit application for your convenience.

See other Side for Sample Plot Plan

SAMPLE PLOT PLAN



- A. Parcel Shape and Dimensions.
- B. Adjacent Streets.
- C. North Arrow and Scale.
- D. Existing Buildings including distance from property lines.
- E. Driveways, Parking and Loading Areas.
- F. Existing and proposed septic system and wells including distances from structures.
- G. Easements and Utility Lines (power, sewer, water, etc.).
- H. Proposed structure or addition including distance from property lines.

PLOT PLAN



**COUNTY
OF
Mendocino**

APPLICATION#_____

JOB ADDRESS:_____ **CITY OR TOWN:** _____

ASSESSOR’S PARCEL #: _____ **PROPERTY OWNER’S NAME:** _____

SHOW ALL BUILDINGS, STRUCTURES, SEPTIC TANKS AND LEACH FIELDS, WELLS, STREAMS, LAKES, ROADS, STREETS, ALLEYS, RETAINING WALLS, FENCES, EASEMENTS, POWER POLES, AND ANY OTHER IMPROVEMENTS AND INDICATE ALL DISTANCES BETWEEN. SPECIFY WHETHER EXISTING OR PROPOSED. INDICATE ORIENTATION WITH A NORTH ARROW.