TRINITY COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
530 Main St. • PO Box 2819
Weaverville, CA 96093
(530) 623-1351 • Fax (530) 623-1353

TRINITY COUNTY BUILDING PERMIT PLANNING REVIEW CHECKLIST

Submitting the following checklist is **REQUIRED** for a complete Building Permit application:
The Building Division will return applications if the following minimum requirements are not provided at the time of the submittal. Failure to submit a complete Building Permit application will result in additional fees billed to the applicant upon resubmission and rereview.

Applicant Use	*County Use*	*For a complete submittal, each step on this checklist must be completed. Complete submittals will save your project processing time and costs.*
☐	☐	Detailed Project Description (such as, but not limited to, project square footage, use/action being proposed, the purpose, indicate if the proposed project is as-built or a new construction).
☐	☐	Assessor Parcel Number and address of the proposed project's location.
☐	☐	Site Plan (North arrow/compass must be depicted).
☐	☐	Site Plan must include square footage for the proposed structure.
☐	☐	Site Plan must include four setbacks (front, sides, rear) for the proposed structure. The "front setback" is the side of the structure facing the main street.
☐	☐	Site Plan must include building type/use and square footage for each existing structure on the proposed project's associated parcel. (Needed to calculate permit requirements and lot coverage percentage).
☐	☐	Site Plan must include the proposed project's parcel in its entirety, and clearly depict the main access road (name of road must be included).
☐	☐	Building Plan (separate document from the Site Plan).
☐	☐	Building Plan must include the length and width of the proposed structure.
☐	☐	Building Plan must include the maximum height of the proposed structure. (Maximum height is calculated from the base of the structure up to the ridgeline of the roof).

For **Agricultural Exempt** structures, including the above required items, additional information must be provided:

Yes ☐	No ☐	Is the structure(s) designed to house anything other than farm implements, hay, grain, poultry, livestock, or other agricultural/horticultural products?
Yes ☐	No ☐	Will the structure(s) be a place of human habitation?
Yes ☐	No ☐	Will the structure(s) have workstations?
Yes ☐	No ☐	Will the structure(s) be used to process, treat, or package products?
Yes ☐	No ☐	Will the structure(s) allow the public inside?
Yes ☐	No ☐	Is there a detailed description of who will use or occupy the structure(s)?

• All proposed projects shall meet Trinity County zoning setbacks and/or Cal Fire setbacks requirements.

• All proposed projects shall meet all other Trinity County zoning requirements.

• If the proposed project is for a remodel which does not alter existing setbacks, building dimensions, or use in any way, then the applicant will not be required to provide setbacks, maximum structure height, or dimensions via the Site Plan map and Building Plan.

TRINITY COUNTY
COMMUNITY DEVELOPMENT

BUILDING DIVISION
61 AIRPORT ROAD
P.O. BOX 476, WEAVERVILLE, CA 96093
PHONE# (530) 623-1354
FAX# (530) 623-1353

THE PLAN APPROVAL PROCESS CAN TAKE UP TO 6 WEEKS UPON COMPLETE SUBMITTAL

The information on this form will be used to prepare forms for application signatures. Please see the attached sheet for instruction about how to submit for a permit.

Job Address: _____

APN (Assessor's Parcel Number) _____

Project Description: _____

Permit Type [ ] Dwelling [ ] Remodel [ ] Addition [ ] LDRD

[ ] Electrical [ ] Mechanical [ ] Accessory Structure [ ] Demolition

Owner Name: _____

Owner Mailing Address: _____

Owner Phone Number(s): _____

Owner Email: _____

Project Manager (if not utilizing a contractor leave blank):

Name: _____

Address: _____

Phone Number(s): _____ Email: _____

Contractor State License No.: _____ Class: _____

Estimated Value of Project$ _____

THIS IS A PERMIT APPLICATION AND NOT AN APPROVAL TO PROCEED WITH ANY WORK UNTIL SUCH TIME AS YOU HAVE OBTAINED SPECIFIC APPROVAL AND THE REQUIRED PERMIT.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

SIGNATURE OF PROPERTY OWNER OR CONTRACTOR DATE

TRINITY COUNTY
COMMUNITY DEVELOPMENT
BUILDING DIVISION
61 AIRPORT RD, P.O. BOX 476
WEAVERVILLE,CA 96093
PHONE:(530)623-1354, FAX:(530)623-1353

PROPERTY OWNER'S PACKAGE

Disclosures & Forms for Owner-Builders Applying for Construction Permits

IMPORTANT ! NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

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

____ l. I understand a frequent practice of unlicensed persons is to have the property owner obtain an “Owner Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

____ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars ($500), including labor and materials, I may be considered an "employer" under state and federal law.

____ 6. I understand if I am considered an "employer" under state and federal law, l must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by

licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

____ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

____ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

____ 10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

____ 11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

____ 12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Signature of property owner_____ Date: _____

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): _____

Project location or Address: _____

Name of Authorized Agent: _____ Tel No _____

Address of Authorized Agent:_____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Note: A copy of the owner's driver's license, or notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Property Owner's Signature:_____ _____ Date:_____ __

TRINITY COUNTY
COMMUNITY DEVELOPMENT SERVICES
BUILDING - ENVIRONMENTAL HEALTH – 61 AIRPORT ROAD, PO BOX 476
PLANNING- CANNABIS - 530 MAIN ST., PO BOX 2819
WEAVERVILLE, CALIFORNIA 96093
PHONE 530.623.351, FAX 530.623.1353

Ed Prestley, Interim Deputy Director

Trinity County Community Development Services Indemnification Form

The undersigned Applicant(s) and Property Owner(s) hereby agree to the following:

1. Applicant(s) and Property Owner(s) shall defend, indemnify, and hold harmless the County of Trinity ("County"), its elected and appointed officials, officers, employees, agents, contractors and volunteers from any and all claims, actions, proceedings, or liability of any nature whatsoever (including, but not limited to; any approvals issued in connection with any of the above described application(s) by County; any action taken to provide related environmental clearance under the California Environmental Quality Act ("CEQA") by County, its advisory agencies, boards, or commissions, including, but not limited to, appeals boards, Planning Commission, or Board of Supervisors) arising out of, or in connection with, the County's review or approval of the project or arising out of or in connection with the acts or omissions of the Applicant, its agents, employees or contractors, or relating to any damage to property or persons stemming from the project or the associated commercial cannabis activity. With respect to review or approval, this obligation shall also extend to any effort to attack, set aside, void, or annul the approval of the project, including any contention that the project or its approval is defective because a County ordinance, resolution, policy, standard or plan is not in compliance with local, state, or federal law. With respect to acts or omissions of the Applicant, its agents, employees or contractors, its obligation hereunder shall apply regardless of whether the County prepared, supplied or approved plans, specifications or both. The indemnification shall apply to any damages, costs of suit, attorney fees, or other expenses incurred by the County, its agents, officers, and employees.
2. The obligations of the Property Owner(s) and Applicant(s) under this Indemnification Form shall be a continuing obligation and shall apply regardless of whether the application or any permits, licenses, or entitlements, of any kind, are issued, approved, denied, expired, or terminated.
3. County shall have the absolute right to approve any and all counsel employed to defend the County. To the extent the County uses any of its resources to respond to such claim, action or proceeding, or to assist the defense, the Applicant will reimburse the County upon demand. Such resources include, but are not limited, staff time, court costs, County Counsel's time at its regular rate for non-County agencies, or any other direct or indirect cost associated with responding to, or assisting in defense of, the claim, action or proceedings.
4. For any breach of this obligation, the County may rescind its approval of the project.
5. Applicant(s) shall not be required to pay or perform any settlement unless the settlement is approved in writing by the Applicant(s), which approval shall not be unreasonably withheld. County must approve any settlement affecting the rights and obligations of the County.
6. This agreement shall be construed and enforced in accordance with the laws of the State of California.
7. In any legal action or other proceeding brought by either party to enforce or interpret this Agreement, the venue shall be the Trinity County Superior Court.
8. Applicant(s) shall pay all court ordered costs and attorney fees.
9. The defense and indemnification of County set forth herein shall remain in full force and effect throughout all stages of litigation including appeals of any lower court judgments rendered in the proceedings.
10. Nothing in this Agreement shall be construed to limit, direct, impede, or influence the County's review and consideration of the project.

I agree to be bound by and to fully and timely comply with, all of the foregoing terms and conditions. Applicant(s) and Property Owner(s) must sign in blue wet ink.		
Signature	Print Name	Date
Signature	Print Name	Date
Signature	Print Name	Date
Signature	Print Name	Date

CAL-FIRE

P.O. Box 1296 / 34400 Hwy 3 N
Weaverville, CA 96093
530-623-6326

Property Owner Name/ Signature **Date:**

Mailing Address: **Telephone #:**

Assessor's Parcel #: **Building Permit #:**

Parcel/Building Location: **Parcel Size:**

Type of Improvement:

Dear Property Owner:

In September of 1987, the Governor signed a bill which created a new law, Public Resources Code Section 4290 (PRC 4290). PRC 4290 required the Board of Forestry to create "Regulations Implementing Minimum Fire Safety Standards Related to Defensible Space Applicable to State Responsibility Area Lands". From the PRC 4290 requirement, California Code of Regulation (CCR) Title 14 Division 1.5 Chapter 7 Subchapter 2 Articles 1 through 5 were created as minimum statewide wildland fire safety regulations. These regulations have been prepared and adopted for the purpose of establishing minimum wildfire protection standards in conjunction with building, construction and development in State Responsibility Areas (SRA).

Since September 1987, the California Department of Forestry and the Board of Forestry staff have collected field and public input related to fire safe land use planning. After four drafts and several meetings open to the public, the Office of Administrative Law approved the final regulations. Therefore, counties were mandated to adopt these regulations.

Trinity County Board of Supervisors adopted the statewide Regulations and approved Ordinance 1162, commonly known as, the Trinity County Fire Safe Standards. These Standards became effective January 1, 1992, and are designed to minimize the loss of structures, lives and resources due to uncontrolled wildfires. The Standards deal with; Emergency Access, Signing and Addressing, Emergency Water Supplies, and Fuel Modification

A review of your project was conducted on [ ]. All sections of the Standards that apply to your building project are indicated below. The conditions checked have not been met on the inspection date listed above, and are required to be completed prior to the final building inspection by the Trinity County Building Department.

----- DRIVEWAY:

- ☐ Shall not be less than 10 feet in width. No roadway shall have a horizontal inside radius of curvature of less than 50'. For information regarding the road width refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec 1273.10.

- ☐ Shall be constructed of aggregate road base, shale, or equivalent to provide an all-weather surface capable of supporting a 75,000-pound vehicle load. For information regarding road surface information refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1273.02

- ☐ Shall have a turnaround area near the building site for driveways that are 300 feet in length or longer. The turnaround shall provide adequate area for a fire engine and shall be within 50 feet of the building. For information regarding turnarounds refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1273.05 & sec. 1273.10 (b).

- ☐ Shall have a turnout near the mid-point of the driveway for driveways that are 150 feet in length to 800 feet in length. Driveways over 800 feet in length shall have turnouts not more than 400 feet apart. The turnout shall provide adequate area for a fire engine. For information regarding turnarounds refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1273.06 & sec. 1273.10 (b).

- ☐ Gate, if provided, shall be at least 2 feet wider than the road or driveway width. Gates providing access from a road to a driveway must be 30 feet from roadway. Security gates must allow for acceptable emergency access. For information regarding gates refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1273.11.

- ☐ Grades for all roadways including driveways shall not exceed 16 percent. For information regarding turnarounds refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec 1273.03.

- ☐ Shall provide a minimum of 14 feet horizontal, and 15 feet of vertical clearance. Vertical clearance shall be measured from the ground to the lowest tree branch overhanging any portion of the driveway. For information regarding driveway clearances refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1273.10(a).

- ☐ Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the local authority having jurisdiction. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, barriers, or signs, or both, as approved by the local authority having jurisdiction, shall be installed and maintained. A bridge with only one traffic lane may be authorized by the local jurisdiction; however, it shall provide for unobstructed visibility from one end to the other and turnouts at both ends. For information regarding roadway structures refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1273.07.

---- ON-SITE WATER FOR FIRE PROTECTION:

☐ **Property owner is required to install a minimum 2500 gallon water tank for wild land fire protection unless they can provide CAL FIRE and Trinity County Planning Department a copy of the deed showing the parcel was established prior to January 1, 1992. The tank will be installed to the standards set forth in the Trinity County Fire Safe Ordinance 1162. For information regarding emergency water standards refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1275.00.**

----- STRUCTURE SETBACK FOR DEFENSIBLE SPACE:

☐ All buildings constructed on a parcel of land one-acre or larger in size shall setback a minimum of 30 feet from all property lines and/or center of the road prior to the foundation inspection. For information regarding setback for structure defensible space refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1276.00 – 1276.01.

----- DISPOSAL OF FLAMMABLE VEGETATION AND FUELS:

☐ All vegetation and fuels removed for building and driveway construction shall be disposed by chipping, hauled to a landfill/dump, or by burning. If burning, disposal shall be in accordance with Air Quality Management District regulations and federal, state, or local fire department burning permit regulations. For information regarding disposal of flammable vegetation and fuels refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1276.02

----- BUILDING ADDRESSING:

☐ All buildings shall have a permanently posted address placed at the driveway entrance and visible from both directions of travel along the road. Addresses shall be a minimum of 4 inches in height, with a 0.5 inch stroke and contrast with the background color of the sign. For information regarding signing and building numbering refer to Trinity County Fire Safe Standards, Ordinance 8.30; CCR Title 14 Div. 1.5 CH. 7 sec. 1274.00 – 1274.10.

---- COMMENTS:

Timber removal may require a Timber Harvest Plan, please see enclosed Information or contact (530) 623-5681.

PRC 4290- (a) The board shall adopt regulations implementing minimum fire safety standards related to defensible space which are applicable to state responsibility area lands under the authority of the department. These regulations apply to the perimeters and access to all residential, commercial, and industrial building construction within state responsibility areas approved after January 1, 1991. The board may not adopt building standards, as defined in Section 18909 of the Health and Safety Code, under the authority of this section. As an integral part of fire safety standards, the State Fire Marshal has the authority to adopt regulations for roof coverings and openings into the attic areas of buildings specified in Section 13108.5 of the Health and Safety Code. The regulations apply to the placement of mobile homes as defined by National Fire Protection Association standards. These regulations do not apply where an application for a building permit was filed prior to January 1, 1991, or to parcel or tentative maps or other developments approved prior to January 1, 1991, if the final map for the tentative map is approved within the time prescribed by the local ordinance. The regulations shall include all the following:

(1) Road standards for fire equipment access.
(2) Standards for signs identifying streets, roads, and buildings.
(3) Minimum private water supply reserves for emergency fire use.
(4) Fuel breaks and greenbelts.
(b) These regulations do not supersede local regulations which equal or exceed minimum regulations adopted by the state.
(Amended by Stats. 1989, Ch. 60, Sec. 1. Effective June 28, 1989.)

Sincerely,

Ryan Cash

Battalion Chief

CAL FIRE

34400 Hwy 3 N.

Weaverville, CA 96093

Office: (530) 623-6326 (leave message) or Email: ryan.cash@fire.ca.gov

REQUIREMENTS FOR A BUILDING PERMIT

CONSTRUCTION MAY NOT START UNTIL THE BUILDING PERMIT IS ISSUED. NO EXCEPTIONS!

1. THREE COMPLETE SETS OF BUILDING PLANS – (no originals) containing the following information must be submitted to the Building Department for approval before construction may start. **All building plans must be signed by the person who drew the plans or, if engineered, signed by a California Licensed Engineer – NO EXCEPTIONS! Plans must indicate which snow load the structure is subject to. Call the office with your Assessor's Parcel Number to verify your snow load. Plans must indicate CBC code year.**

2. PLAN REVIEW FEE - A Plan Review Fee must be submitted with all building plans. This deposit is your plan review and zoning fee combined. Call the office or email us and we will calculate the amount you need to submit. Plans will not be accepted without the plan review fee.

   a. PLOT PLAN & LOCATION MAP – **Include THREE copies of the Plot Plan and ONE copy of the Location Map with your plans.** ***(If the plot plan is larger than letter size, please include one copy that is 8 ½ x 11.)*** Show Assessor's Parcel Number and the location of property with reference to roads, intersections and area. A sample plot plan is included in this packet with a blank form for your convenience. Show location of *new and existing buildings, proposed septic system and water supply with all distances indicate in feet from property lines and between buildings.* Show all easements and legal access.

   b. FOUNDATION LAYOUT PLAN - Show depth and width of footings, interior piers, slabs and location of anchor bolts and under-floor vents and rebar reinforcing. Provide a fully dimensioned foundation plan with details keyed to the appropriate location.

   c. COPY OF DEED- a copy of your deed is needed with the "exhibit A"

   d. FLOOR FRAMING AND ROOF FRAMING PLANS - Show insulation, ventilation, and under-floor access. Include joists, rafter, beam sizes, spacing, and spans. Indicate connector types and size. Key all details to the layout plans.

   d. FLOOR PLAN - Show room dimensions and functions (kitchen, bedroom, etc.), window and door sizes, plumbing fixtures, electrical and lighting outlets, smoke detectors, and locations of electrical and/or gas appliances (dryer, washer, dishwashers, garbage disposal, ranges, heaters, furnaces, wood stoves, etc.). Include all decks and porches.

   e. FRAMING DETAILS - Show structural details and sizes of floor joists, beams, window and door headers, walls, rafters, stair details, braced wall panel locations, and other structural members, and any other information that will provide clarity to structural details. Indicate type of grade of materials. Structure must meet snow load requirements.

   f. ELEVATIONS - Show all building elevations including height of foundation walls.

   g. ENERGY CALCULATIONS – **Two sets** of Energy Calculations are to be completed, signed and submitted with plans on new dwellings, commercial/industrial buildings and additions to the same. Trinity County is in Climate Zone 16. These are required on all conditioned structures.

   h. ENGINEERING- If manufactured or job built trusses are to be used, **two sets** of engineering design data by an engineer licensed in California **must** be submitted to the Building Department with the plans and original wet stamp of the engineer, signed by the engineer. If the site presents special problems such as: steep slope; unstable or filled ground; or is in a flood plain; or the structure is of unusual design such as post and pier; log or pole; or an unusual shape such as polygon or dome, the Building Department requires the design to be designed

by a California Licensed Engineer or Architect.

If your roof snow load exceeds 50 PSF, lateral design may be required for compliance with State law.

3. SCHOOL DEVELOPER FEES – School Developer Fees are imposed in most of Trinity County by the Trinity Alps Unified School District/Feeder Schools and the Mountain Valley Unified School District. Fees are collected prior to issuance of Building Permit. Please see page 7 of this application for further information.

4. ENCROACHMENT PERMIT - If you access your property off a County Maintained Road or your private road eventually accesses a County Maintained Road, you must contact the Trinity County Department of Transportation to obtain a County Encroachment Permit (530-623-1365). If you access your property off a State Hwy or your private road eventually accesses a State Hwy, you must contact Caltrans to obtain a State Encroachment Permit (530-225-3307).

5. SEWER & WATER & GREYWATER SYSTEMS - Proof and approval of sewer and water connections from the community sewer and water districts are required before issuance of a building permit for a dwelling or other structures needing services. A will serve letter from your district

6. SEWAGE DISPOSAL SYSTEM - (Required in all areas not served by a Sanitation District). Approval for a private sewage disposal system must be obtained from the Trinity County Environmental Health Division prior to obtaining a building permit.

7. SOLAR, WOOD STOVE, & WATER HEATING SYSTEMS – All solar, wood stove and water heating systems require a building permit. The following information must be included with building plans for dwellings submitted for a building permit: type of system, pumps, tank sizes, heat exchangers, solar panels, blowers, pipe unit, include the name of the manufacturer and supply technical and installation date. **Approved wood stove heating only - must be accompanied with a back-up heating source.**Wood stove water heating systems must include a pressure/temperature relief valve within two feet of the wood stove and an automatic temperature mixing valve in the hot water line to the dwelling fixtures. Water heating systems with wood stoves must be designed by the factory and include code approved documentation.

8. CALFIRE ACKNOWLEDGEMENT FORM- before your permit can be finaled

REQUIRED INSPECTIONS

The permit holder or his agent must notify the Building Department when the work is ready for inspection, giving at least 24 hour notice.

BUILDING INSPECTIONS:

1. FOUNDATION INSPECTION. To be made after trenches are excavated and forms erected and when all materials for the foundation are delivered on the job. Rebar in place.
2. UNDERFLOOR PLUMBING. To be inspected before subfloor is installed or slab is poured.
3. ROOF SHEATING. Nailing inspection required.
4. **4-WAY INSPECTION*** (FRAMING, ROUGH ELECTRICAL, ROUGH PLUMBING, MECHANICAL) To be made after the roof, all framing, fire-blocking and bracing are in place and all pipes, chimneys, and vents are complete.
5. INSULATION INSPECTION. To be made after the 4-way has been inspected and approved. All insulation must be in-place, including around windows and doors. No visible wood.
6. LATH AND/OR WALLBOARD (DRYWALL) INSPECTION. To be made after all lathing and/or wallboard, interior and exterior, is in place but before any plastering is applied or before wallboard joints and fasteners are taped and finished.
7. FINAL INSPECTION. To be made after building is competed and ready for occupancy (Also see #9).
8. CERTIFICATE OF OCCUPANCY. Issued after final inspection when the dwelling complies with the provisions of all applicable codes and ordinances and is ready for permanent occupancy. Required prior to obtaining permanent utility connections.
9. If construction is not started within 180-days of issuance of the permit, or if work is stopped for any 180-day period, your permit shall be deemed revoked (UNIFORM BUILDING CODE – SECTION 303(D)) if there is no contact from you or your contractor and an extension is not granted.

- **IN ORDER TO AVOID UNNECESSARY TRAVEL, PLEASE HAVE ALL OF THE 4-WAY INSPECTIONS THAT ARE PERTINENT TO YOUR PROJECT READY FOR ONE INSPECTION.**

IT IS THE PROPERTY OWNERS RESPONSIBILITY:

1. Call for all required inspections, or to have his/her contractor call for all inspections.

INSPECTIONS

1. **Be sure your yellow card is posted at the entrance to the property, and the brown or orange card is posted at the work site and available to the inspector.**

2. **Approved Plans must be on the job. If no plans are on the job, the inspector may not be able to do the inspection. If applicable, road encroachment and flood plain paperwork must also be available on site.**

3. **Provide a ladder on the job if it is necessary for the inspection. Typically this would be for a roof nail, frame, attic furnace, etc. type of inspection.**

4. **Requests for inspections must be called in prior to 7:30 AM on the day of inspection. Inspection requests may be left on the answering machine 24 hours a day. You must indicate permit number, type of inspection, job location, your name and phone number and date you wish to have the inspection scheduled. If we are unable to accommodate your inspection request, we will notify you. Most areas of the County have specific days which inspections are done. These days are indicated on your Building Permit.**

5. To request an inspection, please call: **(530) 623-4890**. Please leave a message with the information requested in #4.

Most areas of the County have specific days for which inspections are done. These days are indicated on your building permit. Generally they are as follows:

OFFICE HOURS

MONDAY- THURSDDAY
8:00 AM TO 2:00 PM

INSPECTION AREA SCHEDULE

CODY SMITH, CHIEF BUILDING OFFICIAL, PLAN CHECKER
MILES TRALLE, BUILDING INSPECTOR I

MONDAY –	LOCAL, TRINITY CENTER, COFFEE CREEK, LEWISTON, POKER BAR, DEERLICK SPRINGS, HAYFORK, HYAMPOM, WILDWOOD
TUESDAY –	LOCAL, DOUGLAS CITY
WEDNESDAY –	LOCAL, JUNCTION CITY, DEL LOMA, BIG BAR, HAWKINS BAR, BURNT RANCH, SALYER, DENNY
THURSDAY –	LOCAL, TRINITY CENTER, COFEE CREEK, LEWISTON, POKER BAR, DEERLICK SPRINGS, HAYFORK, HYAMPOM, WILDWOOD
FRIDAY –	LOCAL, RUTH, ZENIA, KETTENPOM, HETTENSHAW, MAD RIVER, VAN DUZEN