

COUNTY OF MONTEREY

HOUSING AND COMMUNITY DEVELOPMENT

Planning - Building - Housing
 1441 Schilling Place, South 2nd Floor
 Salinas, California 93901-4527
 (831) 755-5025



Building Electrical Plumbing Mechanical Grading Permit Number: _____

Construction Permit Application

PROJECT ADDRESS		CITY	ZIP
ASSESSOR'S PARCEL NUMBER	TRACT/LOT #		NEAREST CROSS STREET
OWNER NAME	PHONE	E-MAIL	
STREET ADDRESS	CITY, STATE, ZIP		FAX
APPLICANT NAME	PHONE	E-MAIL	
STREET ADDRESS	CITY, STATE, ZIP		FAX
<input type="checkbox"/> OWNER <input type="checkbox"/> OWNER-BUILDER <input type="checkbox"/> AGENT FOR OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> AGENT FOR CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> DEVELOPER <input type="checkbox"/> TENANT			
CONTRACTOR NAME		LICENSE NUMBER	LICENSE TYPE
COMPANY NAME	E-MAIL		FAX
STREET ADDRESS	CITY, STATE, ZIP		PHONE
ARCHITECT/ENGINEER NAME		LICENSE NUMBER	
COMPANY NAME	E-MAIL		FAX
STREET ADDRESS	CITY, STATE, ZIP		PHONE

DESCRIPTION OF WORK

EXISTING USE	PROPOSED USE	ZONING	OFFICE USE ONLY						
SQ. FT. EXISTING	SQ. FT. REMODEL	SQ. FT. DEMO	SQ. FT. ADDED	TOTAL SQ. FT.	OCC. GROUP	TYPE	DESCRIPTION	SO. FT.	VALUATION
# DWELLING UNITS:	NAME OF SEWER DISTRICT/SEPTIC		NAME OF WATER SYSTEM						
ESTIMATED CUT / FILL (CU.YDS)	AREA OF DISTURBANCE (S.F.)		PLANNING APPL #						
CUT / FILL									
WELL ON PARCEL? <input type="checkbox"/> YES <input type="checkbox"/> NO	SCHOOL DISTRICT NAME	CODE ENFORCE. CASE #	APPLICATION RECEIVED BY:				TOTAL VALUATION:		

By my signature below, I certify to each of the following: I am the property owner or authorized agent to act on the property owner's behalf. I have read this application and the information I have provided is correct. I have read the Description of Work and verify it is accurate. I agree to comply with all applicable county ordinances and state laws relating to building construction. I authorize representative of the County of Monterey to enter the above-identified property for inspection purposes. I have received and will comply with BMP Guidance Series for stormwater management.

Applicant/Agent Print: _____ Signature: _____ Date: _____

Time limitation of application. An application for a permit for any proposed work shall expire 365 days after the date of filing unless a permit has been issued or the Building Official has granted an extension of time.

OFFICE USE ONLY - ROUTING SLIP

<input type="checkbox"/> BUILDING PLAN REVIEW <input type="checkbox"/> CODE ENFORCEMENT <input type="checkbox"/> ENVIRONMENTAL HEALTH <input type="checkbox"/> ENCROACHMENT <input type="checkbox"/> PUBLIC WORKS, SPECIAL DISTRICTS <input type="checkbox"/> ENVIRONMENTAL SERVICES <input type="checkbox"/> WATER RESOURCES <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> FIRE DEPARTMENT			CONDITIONS OF APPROVAL	<input type="checkbox"/> HOLD ROUGH /FINAL <input type="checkbox"/> FIRE SPRINKLERS <input type="checkbox"/> FIRE ALARM <input type="checkbox"/> UNDERGROUND INSPECTION <input type="checkbox"/> 30' CLEARANCE FLAMMABLE VEGET. <input type="checkbox"/> MIN CLASS <input type="checkbox"/> ROOF <input type="checkbox"/> NUMBERS POSTED <input type="checkbox"/> ATTACH CONDITIONS TO PLANS
	<input type="checkbox"/> AROMAS/TRI-COUNTY <input type="checkbox"/> CACHAGUA <input type="checkbox"/> CDF/COASTAL <input type="checkbox"/> CDF/SOUTH COUNTY <input type="checkbox"/> CDF/CENTRAL	<input type="checkbox"/> CARMEL HIGHLANDS <input type="checkbox"/> CYPRESS <input type="checkbox"/> CARMEL VALLEY <input type="checkbox"/> GONZALES <input type="checkbox"/> GREENFIELD	<input type="checkbox"/> MISSION SOLEDAD <input type="checkbox"/> NORTH COUNTY <input type="checkbox"/> PEBBLE BEACH CSD <input type="checkbox"/> M.C. REGIONAL FIRE		
	APPROVAL BY: _____ DATE: _____ FIRE MITIGATION FEES DUE: \$ _____				
<input type="checkbox"/> PLANNING DEPT DATE: _____ REVIEWED BY: _____	<input type="checkbox"/> PLANNING REVIEW REQUIRED <input type="checkbox"/> PLANNING REVIEW COMPLETE AND APPROVED			PLANNING FEES DUE \$ _____	

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QUESTIONNAIRE FOR BUILDING PERMIT APPLICATIONS

Number of Plans and Fees Required for Plan Check Submittals

Building Application Review No. _____

Accurate and complete answers help insure our goal of being efficient in our processes by limiting your plan submittals and fees to the minimum required. For further assistance in completing this form or determining the correct number of plans required for submittal, please contact any one of our Land Use Technicians.

To Be Completed By Design Professional of Record

Project Name: _____

Project Street Address: _____

City / APN : _____ / _____ - _____ - _____ -000

I understand that incorrect answers provided on this questionnaire may result in delays in obtaining the building permit or receiving approval of any permitted construction in progress. I further understand that incorrect answers may require the submittal of additional sets of plans and payment of additional fees.

Design Professional Name: _____

Contact Phone No.: _____

Signature: _____

Date: _____

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT - Please mark your answer with an "X" in the Yes or No box.

Does the proposed scope of work include any:		Yes	No
1.	New water fixtures or a modification to existing water fixtures within the Monterey Peninsula Water Management District?		
2.	Commercial projects that increase square footage or change the use of the business within the Monterey Peninsula Water Management District?		
3.	Single-family dwelling addition equal to or greater than 25% of existing square footage.		

If you answered "Yes" to any of the above questions, a Monterey Peninsula Water Management District Water Release Form must be completed and submitted.

ENVIRONMENTAL SERVICES- Please mark your answer with an “X” in the Yes or No box.

Does the proposed scope of work include any:		Yes	No
1.	Grading that exceeds 100 cubic yards? Grading is defined as an excavation or fill or combination thereof. Excavation is defined as the removal of earth material by artificial means. Fill is defined as deposition of earth materials by artificial means.		
2.	Cut slope greater than five feet in height?		
3.	Excavation resulting in cut surfaces steeper than 2:1 (50-percent slope)?		
4.	Fill greater than five feet in depth and placed on natural slopes steeper than 5:1 (20-percent slope)?		
5.	Fill resulting in surfaces steeper than 2:1 (50-percent slope)?		
6.	Driveways or private road construction?		
7.	Land disturbance within the NPDES Municipal General Permit Boundary? (NPDES Municipal General Permit Boundary Map)		
8.	Additions greater than 500 square feet and located outside the NPDES Municipal General Permit Boundary? (NPDES Municipal General Permit Boundary Map)		
(For Office Use Only) Additions, 500 square feet or less, should complete an Over the Counter Erosion Control Plan Waiver Request Form.			
9.	Land disturbance greater than 1,000 square feet and located outside the NPDES Municipal General Permit Boundary? (NPDES Municipal General Permit Boundary Map)		
(For Office Use Only) Land disturbance, 1,000 square feet or less, should complete an Over the Counter Erosion Control Plan Waiver Request Form.			
10.	Development within a moderate or high landslide susceptibility hazard zone? (Landslide Susceptibility Hazard Map)		
11.	Development within a moderate or high liquefaction susceptibility hazard zone? (Liquefaction Susceptibility Hazard Map)		
12.	Development that creates or replaces 2,500 square feet, or greater, of impervious area?		
13.	Development for which Environmental Services required conditions of approval on an associated discretionary permit?		

If you answered “Yes” to any of the above questions, one additional set of plans is required for review by Environmental Services.

ENVIRONMENTAL HEALTH BUREAU - Please mark your answer with an "X" in the Yes or No box.

Does the proposed scope of work include any:		Yes	No
1.	Change in building footprint, additional structures (including sheds, decks, solar panels etc.), underground structures, or grading on a parcel with a septic system?		
2.	Addition of bedrooms or garbage disposals on a parcel with a septic system?		
3.	Construction or modification (including pump tanks and/or distribution lines) or destruction of a septic system?		
4.	Construction or modification (including tanks, water lines etc.) of a rainwater or graywater system?		
5.	Work for which the Health Department required conditions of approval on an associated discretionary permit?		
6.	Construction of a new structure that includes plumbing on a parcel that is served by a well or water system that has between 2-199 service connections?		
7.	Installation or activation of a well for domestic or irrigation use?		
8.	Construction of ground or roof mount solar that will utilize batteries on a commercial property?		
9.	Business that will store Hazardous Materials over the accumulated amount equal or greater than 55 gallons of a liquid, 200 cubic feet of a gas, or 500 pounds of a solid (including drums, small containers, cylinders, aboveground storage tanks, and underground storage tanks)?		
10.	Business that stores or generates Hazardous Waste (including oil/water clarifiers, drums, aboveground storage tanks, and/or underground storage tanks)?		
11.	Construction or modification of a commercial facility that will prepare and/or serve food/ beverages and/or store packaged food/beverages for sale to public (including convenience stores, pharmacies, markets, restaurants/cafes, wine tasting, etc.)?		
12.	Construction or modification of a detention facility?		
13.	Construction or modification of a swimming pool or spa that will be accessible by the public?		
14.	Business that will generate medical waste? (including sharps, body fluids, etc.)		
15.	Work on a structure that will be utilized for employee housing?		
16.	Construction or modification of any enclosed space (i.e. dwelling, barn, workshop) that is within 1000 feet of a closed or active landfill?		
17.	Construction or modification of a structure(s) related to composting operations that generate more than 1000 C.Y. of compost annually.		
18.	Demolition of a dwelling unit or other structure connected to a septic system? (including residential house, guesthouse house, caretaker unit, garage/barn with any wastewater, commercial building)		
19.	Demolition of any aboveground or underground storage tank that previously stored hazardous materials?		

If you answered "Yes" to any of the above questions, one additional set of plans is required for review by the Environmental Health Division of the Health Department.

FIRE PREVENTION - Please mark your answer with an "X" in the Yes or No box.

Does the proposed scope of work include any:		Yes	No
1.	Construction of a new building or other structure, except construction of a new building less than 500 square feet that is a Building Code Group U Occupancy (miscellaneous) such as a carport, detached garage or shed?		
2.	Addition to or substantial rehabilitation of an existing building or other structure?		
3.	Change of the use and/or occupancy classification of an existing building?		
4.	Modification of an existing building equipped with a fire protection system (fire sprinklers, fire alarm, etc.)?		
5.	Construction or alterations to a building having floors used for human occupancy more than seventy-five feet above the lowest level of Fire Department vehicle access?		
6.	Installation or replacement of gates that restrict vehicle access to the property?		
7.	Installation of conventional or electrostatic spraying operations?		
8.	Installation or replacement above ground or underground storage of liquid petroleum products, liquefied petroleum gases, compressed natural gas, explosives or other regulated hazardous materials?		
9.	Use, dispensing, mixing or storage of flammable or combustible liquids or gases, hazardous materials, etc.?		
10.	Work for which the appropriate Fire Protection District or Community Services District placed conditions of approval on an associated discretionary permit?		
11.	Construction of any new building or structure in a State Responsibility Area?		

If you answered "Yes" to any of the above questions, one additional set of plans is required for review by the appropriate Fire Protection District or Community Services District.

PLANNING DEPARTMENT - Please mark your answer with an "X" in the Yes or No box.

Does the proposed scope of work include any:		Yes	No
1.	Change in the foot print or use of an existing structure?		
2.	Construction of a new structure?		
3.	Demolition of a structure or a portion of a structure?		
4.	Installation of a pre-manufactured unit?		
5.	Replacement and/or repair of 50 percent or more of the exterior walls of a structure?		
6.	Exterior modifications to a structure, including but not limited to changes in color, roofing materials or roof pitch?		
7.	Historical structure or a structure older than 50 years?		
8.	Site grading or site drainage changes?		
9.	Work on slopes greater than 25 percent?		
10.	Construction of a retaining wall or sea wall?		
11.	Work within fifty feet of a coastal bluff?		
12.	Removal of any trees or other vegetation?		
13.	Work for which the Planning Department required a discretionary permit or conditions of approval with an associated discretionary permit?		

If you answered "Yes" to any of the above questions, one additional set of plans is required for review by the Planning Department.

WATER RESOURCES AGENCY - Please mark your answer with an “X” in the Yes or No box.

Does the proposed scope of work include any:		Yes	No
1.	Work within or near a FEMA defined 100-year floodplain?		
2.	Work within 50 feet of a creek or within 200 feet of a river?		
3.	Work for which the Water Resources Agency required conditions of approval on an associated discretionary permit?		
4.	Construction of an accessory structure that is 2,000 square feet or larger?		
5.	Construction of a new single family dwelling or addition to a single family dwelling that increases the size of the structure by greater than 50% in the Del Monte Forest LUP, the Carmel Area LUP, the North County LUP, the North County Area Plan, or the Carmel Valley Master Plan?		
6.	Construction of a new commercial or industrial project that is 5,000 square feet or larger?		
7.	Addition to a commercial or industrial project that increases the size of the structure by more than 50%?		
8.	Disturbance of 1 or more acres of land or is part of a larger project that involves the disturbance of 1 or more acres of land.		
9.	Pond or irrigation reservoir construction?		

If you answered “Yes” to any of the above questions, one additional set of plans is required for review by the Water Resources Agency.

PUBLIC WORKS DEPARTMENT - Please mark your answer with an “X” in the Yes or No box.

Does the proposed scope of work include any:		Yes	No
1.	Construction of a new single family dwelling, accessory dwelling unit, caretaker unit, senior unit, or apartment?		
2.	Construction of a new commercial structure?		
3.	Construction of a new accessory structure (barn, outbuilding, butler building, swimming pool, carport etc.)?		
4.	Additions or remodels to structures located on public County maintained roads (except residential additions located on private roads and in private subdivisions- Pebble Beach, Pasadera, Santa Lucia Preserve, etc.)?		
5.	Construction that requires trench excavation of utilities in the County right-of-way?		
6.	Construction or improvements that would require daylight of site drainage onto the County right-of-way?		
7.	Improvements or construction in the County right-of-way (i.e. drainage, driveway relocation or reconstruction, landscaping, walls, fences and pillars)?		
8.	Improvements, construction or alterations that will impact the County sewer system? (see attached map of sanitation districts)		
9.	Work on a project located in a County Sanitation District (Chualar, Boronda, Pajaro, and Moss Landing)?		
10.	Work for which the Public Works Department required conditions of approval on an associated discretionary permit?		

If you answered “Yes” to any of the above questions, one additional set of plans is required for review by the Public Works Department.

CONSTRUCTION & DEMOLITION REQUIREMENTS - Please mark your answer with an "X" in Yes or No box.

Construction and demolition materials shall be handled in accordance with CALGreen's requirements to divert at least 65% of waste to an approved recycling facility (effective January 1, 2017).		Yes	No
1.	I intend to contract with Waste Management to haul construction & demolition materials to their approved recycling facility.		
2.	I intend to source separate and self-haul construction & demolition materials to an approved recycling facility.		
<i>Depending on the response to Items 1 and 2, Building Services staff will place the corresponding final inspection hold on the project to confirm that the construction waste management worksheet has been submitted in accordance with the approved construction waste management workplan.</i>			
3.	<p>In accordance with the California Green Building Standards Code, Part 11, Sections 3, 4, and 5, I attest/swear the following statements and figures related to this permit are true and accurate. By signing the associated construction permit application, I also affirm I will be held accountable for any misrepresentation, omission, or any other error in regards to this form under penalty of law. Any permit related to this form is contingent upon adherence to California Green Building Standards Code, specifically the CALGreen Construction Waste Management Requirements.</p> <p>Contact Recycling & Resources Recovery Services of the Environmental Health Bureau by calling (831) 755-4540 or visit http://www.hcd.ca.gov/building-standards/calgreen/index.shtml for more information.</p>		

If you intend to self-haul construction and demolition materials, a completed County of Monterey Construction & Demolition (C&D) Recycling Plan form shall be submitted with the construction permit application.

MONTEREY BAY AIR RESOURCES DISTRICT (MBARD)

Please respond to the following questions:		Yes	No
1.	<p>I have contacted the Monterey Bay Air Resources District (MBARD) regarding the proposed project in regards to the Federal Environmental Protection Agency's (EPA) Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations for Renovations and Demolition of Structures and/or District Equipment Operating Permits per Federal, State, and Local regulations.</p> <p>MBARD Representative: _____ Date Contacted: _____</p>		
2.	<p>I have NOT contacted the MBARD yet but understand that it is a requirement prior to my demolition, renovation, and/or new equipment installation and agree to do so prior to issuance of any construction permits. By signing the associated construction permit application, I acknowledge and understand the following:</p> <ul style="list-style-type: none"> I am responsible to contact MBARD to determine if the proposed scope of work is subject to their Federal EPA Asbestos NESHAP Regulations for Renovations and Demolition of Structures and/or District Equipment Operating Permits per Federal, State, and Local regulations. Significant penalties for non-compliance can be assessed against property owners and/or any person who controls, supervises or performs demolition or renovation activities or operates equipment without a District permit. <p>Action is usually taken against the property owner and all contractors involved. Contact the Monterey Bay Air Resources District by calling (831) 647-9411 and visit www.mbard.org for more information.</p>		

No additional information is required by Monterey County. It is the applicant's responsibility to contact the Monterey Bay Air Resources District.