

# 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](mailto:commdev@mono.ca.gov)

## Building Division

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

## "Over-the-Counter" BUILDING PERMIT APPLICATION

Contact the Building Permit Center at 760.924.1823 or 760.932.5420 to discuss specific submittal requirements. For *Over-the-Counter Permits*, include installation manuals for applicable mechanical equipment.

### Scope of Work:

---

### Project Valuation\*:

### Job Site & APN:

---

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

### 1. Applicant \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

City/State/Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### 3. Owner \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

### 4. Contractor \_\_\_\_\_ OR Owner/Builder

Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

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

### 5. Engineer/Architect/Plan Designer \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

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/Contact 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.

Revised 1/2013

# Mono County Community Development Department

---

## Building Division

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

## 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 (if any) \_\_\_\_\_

Lender's address \_\_\_\_\_

No lending agency

**Mono County  
Community Development Department**

---

**Building Division**

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

**LICENSED CONTRACTOR'S DECLARATION**

For Mono County Building Permit Application

I hereby affirm under penalty of perjury that I am licensed under 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.

Business name (DBA) \_\_\_\_\_

License class \_\_\_\_\_ License no. \_\_\_\_\_

Contractor signature \_\_\_\_\_

Date \_\_\_\_\_

# Mono County Community Development Department

---

## Building Division

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

### 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, 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, 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 Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of property 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 Drivers License**       **Other** \_\_\_\_\_

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

# Mono County Community Development Department

**Building Division**  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

## WORKERS' 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 (must initial one of the following):

1. \_\_\_\_\_ 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 No. \_\_\_\_\_

2. \_\_\_\_\_ 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 \_\_\_\_\_

3. \_\_\_\_\_ I certify that, in the performance of the work for which this permit is issued, I shall not employ 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.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

# Mono County Community Development Department

---

## Building Division

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

### **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 \_\_\_\_\_

Authorized agent \_\_\_\_\_

Address \_\_\_\_\_ Phone number \_\_\_\_\_

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.

Signature of property owner \_\_\_\_\_

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.

# Mono County Community Development Department

## Building Division

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

PO Box 3569  
Mammoth Lakes, CA 93546  
760-924-1800, fax 924-1801  
inspection hotline: 924-1827

PO Box 8  
Bridgeport, CA 93517  
760-932-5430, fax 932-5431

### **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.

#### PROPERTY OWNER'S CERTIFICATIONS

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 \_\_\_\_\_



## 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 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, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

\_\_\_\_\_ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

\_\_\_\_\_ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent

owner(s) that result from any latent construction defects in the workmanship or materials.

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

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

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

\_\_\_\_\_ 12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

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

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit.

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 \_\_\_\_\_

## MONO COUNTY CODE

### 15.04.120 Board of Appeals.

The construction Board of Appeals shall hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of Mono County Code Title 15 and provide reasonable determinations of decisions rendered by the officials charged with the responsibility of enforcing the Building Codes, as amended from time to time including, but not limited to the following:

- A. Qualifications.** The Construction Board of Appeals (“Board of Appeals”) shall consist of at least five (5) voting members, all of whom should be residents of Mono County. Any specific appeal shall be heard by the members.

  1. The members shall consist of persons with experience in the field of construction and deemed qualified to understand issues relating to this field.
  2. All members shall be appointed by the Board of Supervisors.
  3. No County officer or employee shall serve on the Construction Board of Appeals.
  4. The members shall serve for four (4) years and may be reappointed after that for successive terms.
  
- B. Limitations on Authority.** An application for appeal shall be based on a claim that the true intent of this Code or the rules legally adopted thereunder have been incorrectly interpreted, or the provisions of this Code do not fully apply, or an equally good or better form of construction has been proposed and denied by the Building Official.

  1. The Board of Appeals shall have no authority relative to interpretation of the administrative provisions of these codes, nor shall the Board be empowered to waive requirements of these codes.
  2. Any cost for tests or research required by the Board to substantiate the claim of the appellant shall be the sole responsibility of the appellant.
  
- C. Building Official Ex-Officio member.** The building official for Mono County shall be an ex-officio member of the Board, and shall act as secretary of said Board, but shall have no vote.
  
- D. Rules, Decisions, Legislative Recommendations.** The Board shall adopt reasonable rules and regulations for conducting its investigations and render all decisions and findings in writing to the Building Official with a duplicate copy to the appellant. The Board of Appeals shall establish the procedure by which three members are chosen to hear a specific appeal.
  
- E. Appeals to Board.** Any person aggrieved by a decision of the official charged with the responsibility of enforcing those respective codes may within twenty (20) working days of the decision appeal to the Board of Appeals for a hearing.

  1. The appeal must be in writing and accompanied by a filing fee which shall be established by resolution of the County Board of Supervisors.
  2. The appeal shall be filed with the County Clerk and respective official. A form will be provided at the County Clerk’s office.
  3. All supporting documents shall be submitted with the form at the time of filing the appeal.
  
- F. Hearing.** The County Clerk shall schedule a hearing within twenty (20) working days of receiving the request for hearing and give notice of the time, place, and subject matter of the hearing on the appeal to the person filing the appeal, subject official whose decision is involved and each member of the Board of Appeals.

  1. The hearing shall be informal.
  2. The Board shall announce its decision within five (5) working days after the hearing has concluded.
  
- G. Finality of Decision.** The decision of the Board of Appeals shall be the final administrative decision, and no provision of any ordinance of the County shall be interpreted as permitting a further administrative appeal to the County Board of Supervisors or any other county board or commission.