COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

3015 H STREET EUREKA CA 95501 PHONE: (707) 445-7245
http://www.co.humboldt.ca.us/planning/

Step-by-Step Guidelines for As-Built Permit Applications

1. Determine which residential structures or residential modifications you wish to permit under this permit application.

2. Verify the age of the structure. Some regulations may vary based on when the structure was built. One way to establish an approximate age is to contact the Humboldt County Assessor's Office and ask when the structure went on the tax rolls. Provide a copy of this information when applying for your permit.

3. Contact the County of Humboldt Planning and Building Department to verify that the unpermitted construction conforms to current zoning regulations.

    a. If the unpermitted construction does not conform to current zoning regulations, a Special Permit, Coastal Development Permit, Variance, etc. may be required from the Planning Division. These permits must be completed and approved prior to the issuance of any Building Permit.

4. Draw your plot plan. A checklist is included for your reference. The plot plan should be a complete rendering of your entire parcel and all structures, driveways, watercourses, septic systems, etc. must be shown. It is not necessary to draw your plot plan to scale, but the details must be accurate.

5. Submit ten (10) copies of your plot plan with your application fees. Application fees range from $150.00 to $350.00. If you are permitting an on-site septic system, these fees are significantly higher because the septic permit fees are collected at the application submittal. It is not necessary to have construction plans or certification forms completed at this step. Please note that your application fees do not include your final permit fees.

6. Schedule a presite inspection. This is the only inspection that is performed prior to issuance of your building permit. At this inspection, we are looking at site conditions, the location of the structures and the status of any construction.

7. Submit any additional information as noted in the presite inspection report. Until all submittal requirements have been received, your application will not be deemed complete for processing.

8. Upon verification that your permit application is complete, we will submit your plans to plan check (the review process that verifies that your plans conform to applicable codes) and refer the project to agencies that have an interest in your development. These agencies include, but are not limited to, Planning, Environmental Health, Public Works, etc.

9. Once your plans have been approved and the referral agencies have provided their approvals, your permit will be ready to issue. Permit fees will be collected at that time. Please note that your application fees do not include permit fees. The final permit fees will be collect at the time your permit is issued.

10. Schedule required inspections up to and including the final inspection once the construction work has been completed. Please note that inspections are required at least once every six months to avoid expiration of your permit.

COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

3015 H Street Eureka CA 95501 Phone: (707) 445-7245
https://humboldtgov.org/153/Building-Inspection

PERMIT PROCEDURES FOR AS-BUILT CONSTRUCTION

REQUIREMENTS: STRUCTURAL

1) Provide written certification from an Architect or Engineer licensed by the State of California that the foundation system meets current code, **and**

2) Provide complete set of floor plans, energy compliance documents and written certification by an Architect or Engineer licensed by the State of California that the entire structure meets current code, **or**

3) Provide a complete set of plans, energy compliance documents and remove wall and ceiling coverings so that no areas remain concealed and the required inspections can be performed.

REQUIREMENTS: PLUMBING and MECHANICAL

1) Provide written certification from a Mechanical Engineer licensed by the State of California that the plumbing and/or mechanical system(s) meets current code, **or**

2) Provide a detailed written report, plans and certification by a Plumbing Contractor licensed by the State of California that the plumbing system meets current code; specify number, type and size of all plumbing work done, **and/or**

2a) Provide a detailed written report and certification from a Mechanical Contractor licensed by the State of California that the mechanical system meets current code; specify number, type and size of all mechanical work done, **or**

3) Remove wall and ceiling coverings so that all areas of plumbing and mechanical work are no longer concealed and the required inspections can be performed.

REQUIREMENTS: ELECTRICAL

1) Provide written certification from an Electrical Engineer licensed by the State of California that the electrical system meets current, **or**

2) Provide a detailed written report and certification from an Electrical Contractor licensed by the State of California that the electrical system meets current code; specify size of main breaker, size of circuit breakers, wire size, number of outlets, number of switches and type of connections, **or**

3) Remove wall and ceiling coverings so that all areas of electrical work are no longer concealed and the required inspections can be performed. Exception: Where conductors are installed in existing concealed wall spaces (i.e. wires that are "fished" in existing walls that were built under permit.

NOTE: Except as specifically allowed by licensure, all certifications must be provided by individuals not responsible for the original unpermitted work.

Application: _____ **Owner:** _____

COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT

3015 H Street • Eureka CA 95501
Phone: (707) 445-7245

RESIDENTIAL AS-BUILT ELECTRICAL CERTIFICATION

TO BE COMPLETED BY A CALIFORNIA LICENSED ELECTRICAL CONTRACTOR

IN ACCORDANCE WITH:

☐ CURRENT EDITION OF THE CALIFORNIA ELECTRICAL CODE (CEC)

☐ CURRENT EDITION OF THE CALIFORNIA ELECTRICAL CODE (CEC) AT TIME OF THE ORIGINAL CONSTRUCTION

REPORT

1) Kitchen:

a. Are there two (2) separate 20 amp small appliance circuits for the counter-top per CEC? Note: Built-in appliance(s) are not allowed on these circuits (i.e.: dishwasher, disposal, lights, kitchen hood…) ☐ Yes ☐ No

Comments: _____

b. Are all receptacles serving the kitchen countertop GFCI protected? ☐ Yes ☐ No

Comments: _____

c. Is no point along the counter-top more than 24" from a receptacle or 4' on center? ☐ Yes ☐ No

Comments: _____

d. Are the kitchen countertop receptacles installed on counter spaces 12" or wider? ☐ Yes ☐ No

Comments: _____

e. Are there receptacles on kitchen island installed per CEC? ☐ Yes ☐ No

Comments: _____

f. Are receptacles installed on a kitchen peninsula 24" or longer per the CEC? ☐ Yes ☐ No

Comments: _____

g. Are the garbage disposal, dishwasher, kitchen hood and microwave on a circuit separate from the small appliance circuit? ☐ Yes ☐ No

Comments: _____

h. Is the main kitchen light on a separate switch per the California Energy Code (CEC)? ☐ Yes ☐ No

i. Is the main kitchen lighting fluorescent lighting per the CEC? ☐ Yes ☐ No

Comments: _____

j. Provide conductor size ____ and breaker size ___ for lighting circuit.

k. Is there an electric cook-top? ☐ Yes ☐ No

If yes, provide breaker size and wire size: Breaker size: _____ Wire size: _____

Comments: _____

l. Is there an electric oven? ☐ Yes ☐ No

If yes, provide breaker size and wire size: Breaker size: _____ Wire size: _____

Comments: _____

2) Living Area:

a. Are all outlets in living areas on a 15 amp or 20 amp arc-fault circuit? ☐ Yes ☐ No

Comments: _____

b. Provide conductor size _____ and breaker size _____ for circuit serving these spaces.

c. Is no point along a usable wall more than 6' from a receptacle or 12' on center? ☐ Yes ☐ No

Comments: _____

d. Are receptables located on walls 24" or wider? ☐ Yes ☐ No

Comments: _____

e. Does the ceiling fan have a listed junction box in ceiling that can support the fan's weight per the CEC? ☐ Yes ☐ No ☐ N/A

Comments: _____

f. Is the light in the living area controlled by a dimmer or motion switch per the CEC? ☐ Yes ☐ No ☐ N/A

Comments: _____

Living area corrections required: _____

3) Hallways/Stairways:

a. Does any hallways 10' or more in length have a minimum of one receptacle? ☐ Yes ☐ No

Comments: _____

b. Does the light switch for the stairs have a three-way control? ☐ Yes ☐ No

Comments: _____

Hallway/Stairway corrections required: _____

4) Bedrooms:

a. Are all outlets in bedrooms on a 15 amp or 20 amp arc-fault circuit? ☐ Yes ☐ No

Comments: _____

b. Provide conductor size _____ and breaker size _____ for circuit serving these spaces.

c. Is no point along a usable wall in bedrooms more than 6' from receptacle or 12' on center? ☐ Yes ☐ No

Comments: _____

d. Are receptacles located on walls that are 24" or wider? ☐ Yes ☐ No

Comments: _____

e. Does all lighting in clothes closets meet the clearances, per CEC, from the shelf to the particular type of light fixture installed? ☐ Yes ☐ No

Comments: _____

f. Is the lighting in the bedroom controlled by a motion switch, dimmer switch or high-efficacy lighting per the CEC? ☐ Yes ☐ No

Comments: _____

g. Are smoke detectors located in each bedroom and in each hallway area serving the bedrooms? ☐ Yes ☐ No

Comments: _____

h. Are carbon monoxide detectors located in each hallway area serving the bedrooms? ☐ Yes ☐ No

Comments: _____

i. Are the smoke detector and carbon monoxide detectors hardwired with battery backup and interconnected to other like detectors? ☐ Yes ☐ No

Comments: _____

Bedroom corrections required: _____

5) Bathrooms:

a. Is there a 20 amp branch circuit for receptacle only or a 20-amp circuit supply for a single bathroom? ☐ Yes ☐ No

Comments: _____

b. Is there a receptacle located within 3' of the bathroom basin? ☐ Yes ☐ No

Comments: _____

c. Are all bathroom receptacles GFCI protected? ☐ Yes ☐ No

Comments: _____

d. There are no pendant lights, track lighting or paddle fans installed above or within 3' horizontally of the bathtub or shower? ☐ Yes ☐ No

Comments: _____

e. Are the lights above the bathtub and shower listed for damp locations? ☐ Yes ☐ No

Comments: _____

f. Are hydromassage bathtubs on individual branch circuit(s) and protected by a readily accessible ground-fault circuit interrupter? ☐ Yes ☐ No

Comments: _____

g. Are the lights in the bathroom fluorescent or motion sensor? ☐ Yes ☐ No

Comments: _____

Bathroom corrections required: _____

6) Laundry Room:

a. Is there a 20-amp branch circuit for laundry receptacle(s) and no other outlets? ☐ Yes ☐ No

Comments: _____

b. Are the receptacles in the laundry room within 6' of the utility sink GFCI protected? ☐ Yes ☐ No

Comments: _____

c. Does the electric dryer circuit have 240 volt, 30-amp and #10 cu conductors? ☐ Yes ☐ No

Does the electric dryer circuit have 240 volt, 30-amp and #10 cu conductor? ☐ Yes ☐ No

Comments: _____

d. Is the light in the laundry room an incandescent light with a motion sensor or high-efficacy? ☐ Yes ☐ No

Comments: _____

Laundry room corrections required: _____

7) Garage/Carport:

a. There are no conductor cables in the open framing within the carport or garage that are subject to physical damage? ☐ Yes ☐ No

Comments: _____

b. Is there at least one inside light and receptacle for carport or garage areas? ☐ Yes ☐ No

Comments: _____

c. Are all receptacles located in a carport or garage protected by a GFCI device? ☐ Yes ☐ No

Comments: _____

d. Is there an exterior light at the exterior door of the garage? ☐ Yes ☐ No

Comments: _____

Garage/Carport corrections required: _____

8) Exterior:

a. Are all receptacles located outside protected by GFCI device? ☐ Yes ☐ No

Comments: _____

b. Are there exterior receptacles located in the front and rear of the residence? ☐ Yes ☐ No

Comments: _____

c. Do the receptacles have waterproof covers? ☐ Yes ☐ No

Comments: _____

d. Is there an exterior light on the near each exterior door with a wall switch or motion sensor? ☐ Yes ☐ No

Comments: _____

e. Do the exterior lights have a junction boxes in the wall? ☐ Yes ☐ No

Comments: _____

f. There is no non-metallic sheath cable, (Romex) running on the exterior? ☐ Yes ☐ No

Comments: _____

g. Are exterior holiday receptacles GFCI protected? ☐ Yes ☐ No

Comments: _____

Exterior corrections required: _____

9) Subpanels:

a. Electrical system contains a subpanel? If “No” items “b” through “j” do not apply. ☐ Yes ☐ No

b. Provide conductor size _____ and breaker size _____ for feeder.

Comments: _____

c. Where is the subpanel located? _____

Comments: _____

d. Are all circuits labeled in the subpanel? ☐ Yes ☐ No

Comments: _____

e. Do the wires entering the subpanel have wire clamps or bushing restraints installed? ☐ Yes ☐ No

Comments: _____

f. Provide number of circuits for the subpanel: _____

Comments: _____

g. Wires are not double-lugged in the breakers, neutral buss or ground bus? ☐ Yes ☐ No

Comments: _____

h. All unused openings in the dead front and knock-out of the subpanel have been plugged? ☐ Yes ☐ No

Comments: _____

i. Are the metal gas pipes and metal water pipes bonded? ☐ Yes ☐ No

Comments: _____

j. Are the neutral and grounding conductors located on separate bus bars? ☐ Yes ☐ No

Comments: _____

Subpanel corrections required: _____

10) General Requirements:

a. Are mechanical fasteners used on all electrical connections? ☐ Yes ☐ No

Comments: _____

b. Does the sheathing on (Romex) extend a minimum of ¼" into the box? ☐ Yes ☐ No

Comments: _____

c. Are all metal boxes grounded? ☐ Yes ☐ No

Comments: _____

d. Are there face-plates on all devices and cover-plates on all electrical boxes per the CEC? ☐ Yes ☐ No

Comments: _____

e. Are all devices and fixtures installed and wired/connected per the CEC? ☐ Yes ☐ No

Comments: _____

f. Is there at least one wall switch controlled lighting outlet for all garages, hallways, kitchens, bathrooms and habitable rooms? ☐ Yes ☐ No

Comments: _____

g. Are all 15 and 20 amp receptacles listed tamper-resistant? ☐ Yes ☐ No

Comments: _____

h. In addition to any other requirement, is there a smoke detector and carbon monoxide detector on each floor level of the residence? ☐ Yes ☐ No

Comments: _____

General corrections required: _____

11) Other:

a. is there a Swimming Pool located on the property? ☐ Yes ☐ No

Comments: _____

b. Is there a Hot Tub/Spa located on the property? ☐ Yes ☐ No

Comments: _____

c. Are there any other issues other than those state in the previous sections? ☐ Yes ☐ No

Comments: _____

_____

_____

_____

_____

_____

_____

_____

CERTIFICATION:

☐ I hereby certify that the electrical system as installed meets the current edition of the California Electrical Code; **OR**

☐ I hereby certify that the electrical system once corrected as described above will meet the current edition of the California Electrical Code; **OR**

☐ I hereby certify that the electrical system as installed meets the current edition of the California Electrical Code at the time of the original construction; **OR**

☐ I hereby certify that the electrical system once corrected as described above will meet the current edition of the California Electrical Code at the time of the original construction.

_____ _____

Contractor's Name Contractor's Signature (or representative)

_____ _____

Contractor's License Number Date of Inspection

Note: The use of this form is for work that was not inspected, and/or done without the required permit(s). If a particular section is not applicable, place N/A in the "Comment" section of that question.

Application: _____ **Owner:** _____

COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT

3015 H Street • Eureka CA 95501
Phone: (707) 445-7245

RESIDENTIAL AS-BUILT PLUMBING CERTIFICATION

TO BE COMPLETED BY A CALIFORNIA LICENSED PLUMBING CONTRACTOR

IN ACCORDANCE WITH:

☐ CURRENT EDITION OF THE CALIFORNIA PLUMBING CODE (CPC)

☐ CURRENT EDITION OF THE CALIFORNIA PLUMBING CODE (CPC) AT TIME OF THE ORIGINAL CONSTRUCTION

REPORT

1) Drain, waste and vent system:

a. Are pipes of approved material per the CPC? ☐ Yes ☐ No

Comments: _____

b. Are drain/waste pipes of legal size and installed per the CPC? ☐ Yes ☐ No

Comments: _____

c. Are all vents located, sized and installed per the CPC? ☐ Yes ☐ No

Comments: _____

d. Are cleanouts located and installed per the CPC? ☐ Yes ☐ No

Comments: _____

2) Domestic water system:

a. Are pipes of approved material per the CPC? ☐ Yes ☐ No

Comments: _____

b. Are pipes of legal size and installed per the CPC? ☐ Yes ☐ No

Comments: _____

3) Gas distribution system:

a. Are pipes of approved material per the CPC? ☐ Yes ☐ No

Comments: _____

b. Are pipes of legal size and installed per the CPC? ☐ Yes ☐ No

Comments: _____

c. Are all shut-offs installed where required by the CPC? ☐ Yes ☐ No

Comments: _____

d. Line test performed and passed as required by the CPC? ☐ Yes ☐ No

Comments: _____

4) Fixtures:

a. Are fixtures and faucets approved per the CPC? ☐ Yes ☐ No

Comments: _____

b. Are fixtures and faucets installed per the CPC? ☐ Yes ☐ No

Comments: _____

c. Are all shut-offs installed where required per the CPC? ☐ Yes ☐ No

Comments: _____

d. Are traps of approved material and of legal size per the CPC? ☐ Yes ☐ No

Comments: _____

5) Water heater and FAU or wall heater:

a. Is water and/or FAU approved by the CPC for this installation? ☐ Yes ☐ No

Comments: _____

b. Is water heater and/or FAU installed per the CPC and manufacturer's installation instructions? ☐ Yes ☐ No

Comments: _____

c. Is exhaust flue for water heater and/or FAU installed per the CPC? ☐ Yes ☐ No

Comments: _____

d. Is combustion air provided as required by the CPC? ☐ Yes ☐ No

Comments: _____

e. Are the gas appliances installed in an approved location per the CPC? ☐ Yes ☐ No

Comments: _____

6) Hydronic system:

a. Is the hydronic system approved by the CPC for this installation? ☐ Yes ☐ No

Comments: _____

b. Is the hydronic system installed per the CPC? ☐ Yes ☐ No

Comments: _____

CERTIFICATION:

☐ I hereby certify that the plumbing system as installed meets the current edition of the California Plumbing Code; **OR**

☐ I hereby certify that the plumbing system once corrected as described above will meet the current edition of the California Plumbing Code; **OR**

☐ I hereby certify that the plumbing system as installed meets the current edition of the California Plumbing Code at the time of the original construction; **OR**

☐ I hereby certify that the plumbing system once corrected as described above will meet the current edition of the California Plumbing Code at the time of the original construction.

_____	_____
Contractor's Name	Contractor's Signature (or representative)
_____	_____
Contractor's License Number	Date of Inspection

Note: The use of this form is for work that was not inspected, and/or done without the required permit(s). If a particular section is not applicable, place N/A in the "Comment" section of that question.

Application: _____ **Owner:** _____

COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT

3015 H Street • Eureka CA 95501
Phone: (707) 445-7245

RESIDENTIAL AS-BUILT MECHANICAL CERTIFICATION

TO BE COMPLETED BY A CALIFORNIA LICENSED MECHANICAL CONTRACTOR

IN ACCORDANCE WITH:

☐ CURRENT EDITION OF THE CALIFORNIA MECHANICAL CODE (CMC)

☐ CURRENT EDITION OF THE CALIFORNIA MECHANICAL CODE (CMC) AT TIME OF THE ORIGINAL CONSTRUCTION

REPORT

1) Environmental air ducts:

a. Are ducts of approved material per the CMC? ☐ Yes ☐ No

Comments: _____

b. Are ducts of legal sized and installed per the CMC? ☐ Yes ☐ No

Comments: _____

c. Do ducts terminate outside the building? ☐ Yes ☐ No

Comments: _____

d. Are ducts substantially air-tight per the CMC? ☐ Yes ☐ No

Comments: _____

e. Are dryer duct limited to a total combined horizontal and vertical length of fourteen feet (14'), including two 90 degree elbows? ☐ Yes ☐ No

Comments: _____

2) Duct systems:

a. Are ducts approved material per the CMC? ☐ Yes ☐ No

Comments: _____

b. Are ducts of legal size and installed per the CMC? ☐ Yes ☐ No

Comments: _____

c. Are ducts properly insulated with approved material per the CMC and the CEC (California Energy Code)? ☐ Yes ☐ No

Comments: _____

d. Are areas of under-floor crawl space not restricted by ducts? ☐ Yes ☐ No

Comments: _____

e. Where required to move under ducts for access to areas of crawl space, is there eighteen inches (18") of vertical clearance under the ducts? ☐ Yes ☐ No

Comments: _____

3) Appliances:

a. Are the appliances by the CMC for all installations and locations? ☐ Yes ☐ No

Comments: _____

b. Are appliances installed per the CMC and manufacturer's installation instructions? ☐ Yes ☐ No

Comments: _____

c. Are flues/chimneys for appliances installed per the CMC? ☐ Yes ☐ No

Comments: _____

d. Is combustion air provided as required by the CMC? ☐ Yes ☐ No

Comments: _____

e. Are gas appliances installed in an approved location per the CMC? ☐ Yes ☐ No

Comments: _____

f. Are clearances to combustible on appliances and flues/chimneys met per the CMC? ☐ Yes ☐ No

Comments: _____

g. Are hearth and wall protection installed and sized per the CMC for any wood burning appliance? ☐ Yes ☐ No

Comments: _____

CERTIFICATION:

☐ I hereby certify that the mechanical system as installed meets the current edition of the California Mechanical Code; **OR**

☐ I hereby certify that the mechanical system once corrected as described above will meet the current edition of the California Mechanical Code; **OR**

☐ I hereby certify that the mechanical system as installed meets the current edition of the California Mechanical Code at the time of the original construction; **OR**

☐ I hereby certify that the mechanical system once corrected as described above will meet the current edition of the California Mechanical Code at the time of the original construction.

_____ _____

Contractor's Name Contractor's Signature (or representative)

_____ _____

Contractor's License Number Date of Inspection

Note: The use of this form is for work that was not inspected, and/or done without the required permit(s). If a particular section is not applicable, place N/A in the "Comment" section of that question.

Land Use Requirements

Building Permit applications meeting all the following criteria will usually qualify for Planning Division clearance:

No.	Criterion	Primary Consistency	Conditional Consistency
1	Parcel Status	An unconditional certificate of (subdivision) compliance exists for the parcel or lot	Department records do not indicate any uncertainty over legal parcel creation
2	Land Use	The building to be legitimized is a principally permitted use in the zone and complies with any zone qualification, where applicable	A Conditional Use Permit (CUP) or Special Permit (SP) has been secured; for "qualified" zones, all conditions precedent to the initiation of use have been satisfied
3	Development Standards	The building to be legitimized complies with development standards of the zone (yard setbacks, lot coverage, development area, height, parking, etc.).	A variance or exception has been secured
4	Coastal Zone Compliance	The property is located outside of the Coastal Zone	A Coastal Development Permit or CDP Waiver has been secured
5	Design Review Consistency	The building to be legitimized is not located in a Design Review combining zone	DR approval from the Design Review Committee or Planning Director has been secured
6	Fire Safe Compliance	If the property is located in the State Responsibility Area (SRA), access, setbacks and signage meet the minimum requirements of the County Alternative Fire Safe Regulations, or all structures and roads were existing on January 1, 1992	An exemption from the requirements of the County Alternative Fire Safe Regulations has been secured from CDF
7	Water Withdrawals	The source of the domestic water supply for the building is from a community system or private utility	If the source of the domestic water supply for the building to be legitimized is from a stream, or from a spring or well that is hydraulically connected to a stream, the system, including water intake and storage, has been approved by the DFG
8	Streamside Management Area Ordinance	The building to be legitimized and the driveway, leachfields and other appurtenant structures are sited outside of Streamside Management Area (SMA) or Other Wet Area (OWA) buffer per the County General Plan and SMAO, or all development existed on April 25, 1995	A Special Permit (SP) for development within an SMA or OWA has been secured
9	Demonstrated compliance with other agency requirements	Complies with: • Public Works – road easement and encroachments and standards; Airport Land Use Compatibility Plan (ALUCP) • Public Health – sewage disposal and domestic water supply • Building Division – building site suitability, building standards, and grading	Exceptions or waivers from other agency requirements have been secured
10	Timberland Conversion	No timber harvest is needed to create the building site	If the building site required or requires the harvesting and removal of timber subject to the Forest Practices Act, a less than 3 acre Conversion Exemption (from a THP) has been secured from CalFire
11	Williamson Act Consistency	The building to be legitimized is not located on lands under Land Conservation Contract (LCC)	The Planning Director has determined the building essential for agriculture and consistent with the County's Williamson Act Program
12	Other Code Violations	There is no other code violation to which the property is subject	If such other violation(s) do exist, the Department finds that there 1) is no nexus between the proposed Building and the violation or 2) that one or more of the provisions of HCC Section 312-2.4.1.3 apply

Site Plan Checklist

- **Submit a complete site plan with all applicable items from the list below.**
- **If items do not apply to your project, state so in a "Notes" section included on the site plan. *Example – No trees to be removed. No proposed grading.***
- **See attached example**

1. Assessor's parcel number, applicant's and owner's name, address, and phone number.
2. Show the entire parcel with dimensions and the location of survey monuments.
3. North arrow and scale (or state "Not to Scale")
4. Name and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, percent of gradient, and type of roadway surface, and visibility triangle).
5. Location, width, and type of all existing and proposed easements.
6. Direction and percent of gradient for all slopes.
7. Show location of all perennial & intermittent water courses (rivers, creeks, etc.), manmade or natural ponds, and wetland areas. Show Streamside Management Areas (SMA) and distance (setbacks) from these features to structures and property lines.

   SMA buffer for perennial streams : 100 feet **

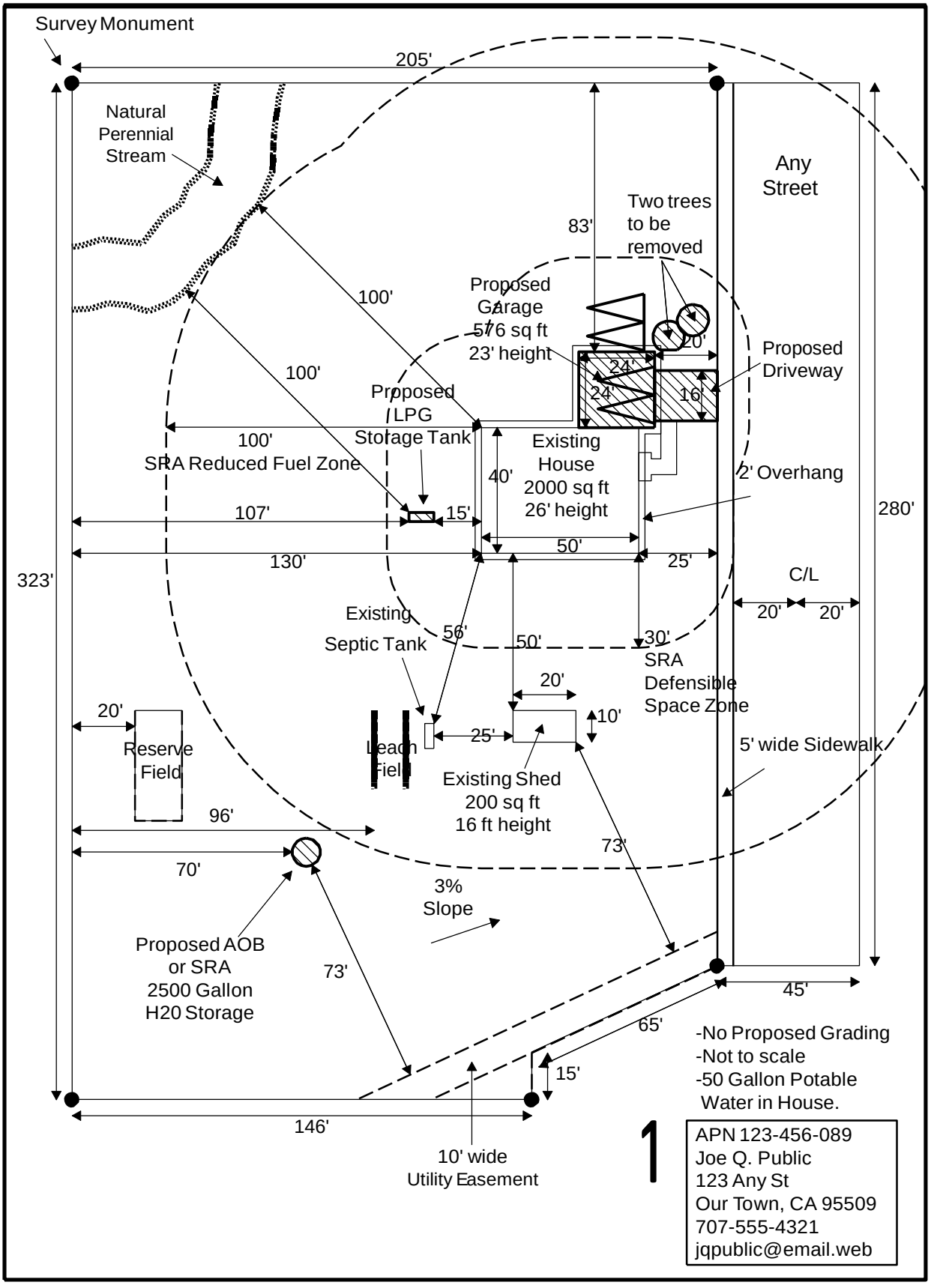
   SMA buffer for intermittent streams : 50 feet **

   ** Measured as the horizontal distance from the top of bank or edge of riparian dripline whichever is greater on either side of the stream.
8. Show the location of all improvements, structures, and buildings.
   a. Identify use & label as "existing" or "proposed" with dimensions and distance (setbacks) to property lines and structures.
   b. Include floor area, height, projections & dimensions of porches (covered or uncovered), roof overhangs & other architectural features extending from structures.
9. Within State Responsibility Area (SRA) for fire protection, show 30-foot defensible space zone and 100-foot reduced fuel zone around each structure.
10. Show location of on-site water sources (label public or private).
11. Driveway and off-street parking spaces (show individual parking spaces, parking dimensions, steepness, and approved parking surface type).
    a. Turnouts and turnaround areas (indicate width, steepness, and type of roadway surface, include any required SRA turnouts; label as existing or proposed).
    b. If commercial project, show loading zone and any required ADA parking and ramps.
12. Any required curbs, sidewalks, and gutters.
13. Trees to be removed or state "No trees to be removed"
14. Proposed grading (estimate total volume of cut/fill in cubic yards) or state "No grading"
15. Propane or kerosene storage tanks or state "No LPG/kerosene"
16. Septic tanks and leach fields (label primary and reserve areas, show distance to structures and property lines).
17. Show AOB/SRA water storage facilities, identify gallon capacity (2500-gal firefighting and 50-gal potable) and location of hydrant (min 50' from structure) *OR* identify location of fire hydrant connected to a public water source (max 500' from structure).

Site Plan

(Example Only)

Directions to Site:
Hwy 00 to Public Rd
North on Public Rd to Any St



-No Proposed Grading
-Not to scale
-50 Gallon Potable Water in House.

1

APN 123-456-089
Joe Q. Public
123 Any St
Our Town, CA 95509
707-555-4321
jqpublic@email.web

Revised 4/19/2024

County SRA Fire Safe Regulation Checklist (Building Permit)

Applicant: _____ Date: _____ Application #: _____
Address: _____ APN: _____

These regulations apply to all new construction and development in State Responsibility Areas (SRA) in Humboldt County effective January 1, 1992. These regulations are not retroactive to existing structures and facilities, unless a new use of occupancy is applied for. The following is a summary of the minimum standards for building permit issuance. It is provided for informational purposes only. Reference to the specific adopted language should be made before construction or development plans are prepared.

Road Standards

- Roadway surface provides unobstructed access to conventional drive vehicles including sedans and fire engines using County Road Category 2 standard for surfacing type.
- Roadway turnouts (where required) are 10' wide and 80' long and tapered 25 feet from both ends.
- Roadway structures (bridges and culverts) are built to carry a minimum load as required in California Vehicle Code Sec. 35550, shall be designed for a live load sufficient to carry the imposed loads of fire apparatus, and shall comply with the following standards:
  - Minimum 15' vertical clearances and designed in conformance with the County Roadway Design Manual.
  - Signing reflects capability of each bridge for weight, clearance, single lane access, or other limitations, unless signing waived by the Director of Public Works per Section 3112-9 of H.C.C.
  - One lane bridge has unobstructed visibility from both ends and intervisible turnouts at each end.
  - "Flatcar" bridge has roadway surface of not less then 9' and meets visibility requirements of one land bridge.

Driveways and Gates

- Driveways meet minimum road standards described above.
- Driveways less than 1320' long are 10' wide and have 15' minimum vertical clearance and are built to County Road Category 1 standard.
- Driveways longer than 1320' are 10'-12' wide and have 15' minimum vertical clearance with intervisible turnouts and are built to County Road Category 2 standard.
- Driveways exceeding 150' in length but less than 800' have a turnout near the midpoint; driveways longer than 800' have turnouts at intervisible locations at approximately 400' intervals.
- Driveways have maximum grade meeting standard for County Road Category 1; 7% - 12% (normal); 11% - 18% (tolerable). Grade in excess of 16% must demonstrate conformance with County roadway Design Manual.
- Driveways have minimum curve radius meeting standard for County Road Category 1; 120' (normal; 50' (tolerable). Curve radius less than 50' must demonstrate conformance with County Roadway Design Manual.
- All gates at least 2' wider than the lanes serving the gate and allow a vehicle to stop without blocking traffic.

- Gates providing access from a road to a driveway are located at least 30' from the roadway except as provided below.
- Gates less than 30' from the roadway are permitted when turnouts are constructed next to the travel lanes with safe turning movements and visibility when approaching from either direction of travel.
- One-way roads accessing gates have turnaround with 40' radius minimum.

Signing and Numbering

- Street and road signs (where required):
  - Visible from both directions for 100' minimum and installed prior to final acceptance.
  - Minimum size of letters/numbers/symbols are 3" tall, 3/8" stroke and contrasting with background color.
  - Reflectorized where private road where travel speed is more than 30 mph or along County-maintained roads. Wooden sign material used only when reflectorized signs are not required.
  - Intersections of roads, streets and private lanes are signed.
  - Height, naming, orientation and numbering are according to County standards (H.C.C. Sec. 442-1 et seq.)
  - Access limitations signed at the intersection proceeding and no more than 100' from limitations.
- Addresses for buildings:
  - Permanently posted address located at the driveway entrance and visible from the access road.
  - Minimum size of letters/numbers/symbols are 3" tall, 3/8" stroke and contrasting with background color.
  - Reflectorized where access is from private road where travel speed is more than 30 mph or along County-maintained roads. Wooden sign material used only when reflectorized signs are not required.
  - Posted at beginning of construction and maintained thereafter.
  - Address signs along one-way roads are visible from both directions (this means "wrong way" also).
  - A single post carries all addresses where multiple addresses are required at a single driveway.
  - An address sign is located at the nearest road intersection where a roadway provides access solely to a single commercial or industrial business.

Fuel Modification and Setbacks

- Parcels one (1) acre or larger provide at least 30' minimum setback from property lines and/or center of road, except as provided below:
  - Building setback less then 30 feet from property line where open space easement recorded over adjoining parcel with adjustment no more than width of easement and no exception to zoning setbacks.
  - Detached accessory building setback less than 30 feet from property line when constructed using non-combustive/fire-resistive materials and located at least 20' from all other buildings.
- Parcels less than one (1) acre provide the same practical effect as above. Methods of achieving the "same practical effect" include but are not limited to the following:
  - Development of a community water system.

- Create County Service Area (CSA) or other entity to provide maintenance of defensible space.
- Use of non-combustible or fire-resistive materials in construction.
- Installing residential sprinklering.
- Development of greenbelts in strategic locations.
- Road development with travel lanes and parking lanes which exceed minimum requirements of these regulations.
- Other measures found to provide defensible space.

- Flammable vegetation and fuels caused by site development/construction/fuel modification are lawfully disposed of prior to final inspection.
- Greenbelts proposed by developer are located strategically between structures and wildland fuels.

Provisions for Annual Maintenance

- Annual maintenance of standards and measures secured through condition of building permit. Provisions deemed to satisfy this requirement include but are not limited to:
  - Recordation of a "Notice of Requirement for Maintenance" with the County Recorder's office.
  - Evidence of the property being within a county Service Area (CSA) with responsibility for annual maintenance of fire safe measures.
  - A maintenance association or similar agreement between property owners which is responsible for annual maintenance of fire safe measures for the development and includes the owner's property.
  - Recorded Covenants, Conditions and Restrictions (CCR) for maintenance of individual measures which are binding and enforceable against the property.
  - Other provisions acceptable to the County.

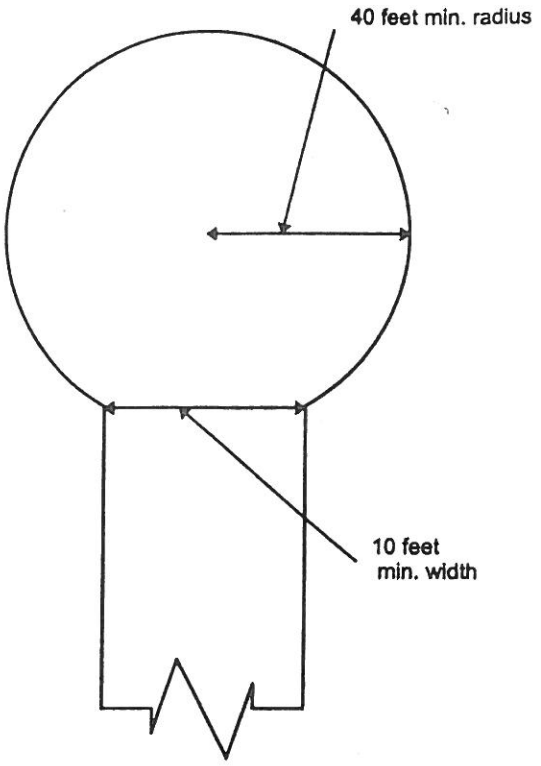
Applicant/ Owner's Acknowledgement

_____

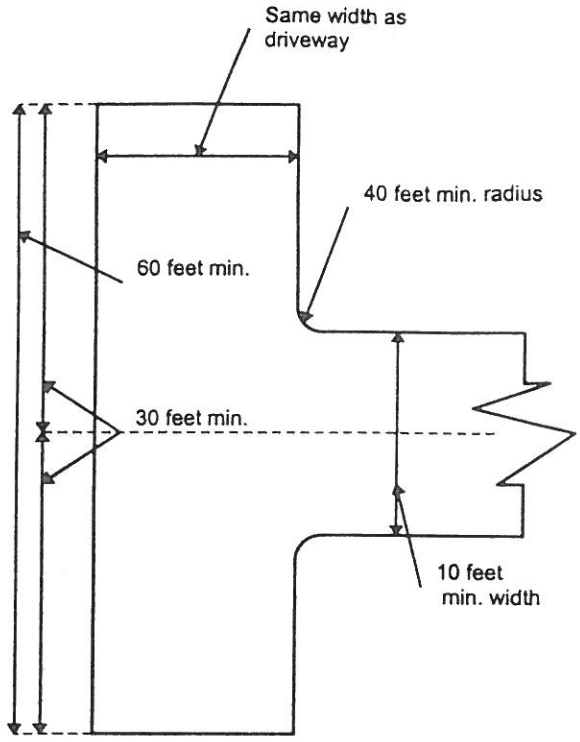
Signature

Once signed this sheet becomes part of the building plans.

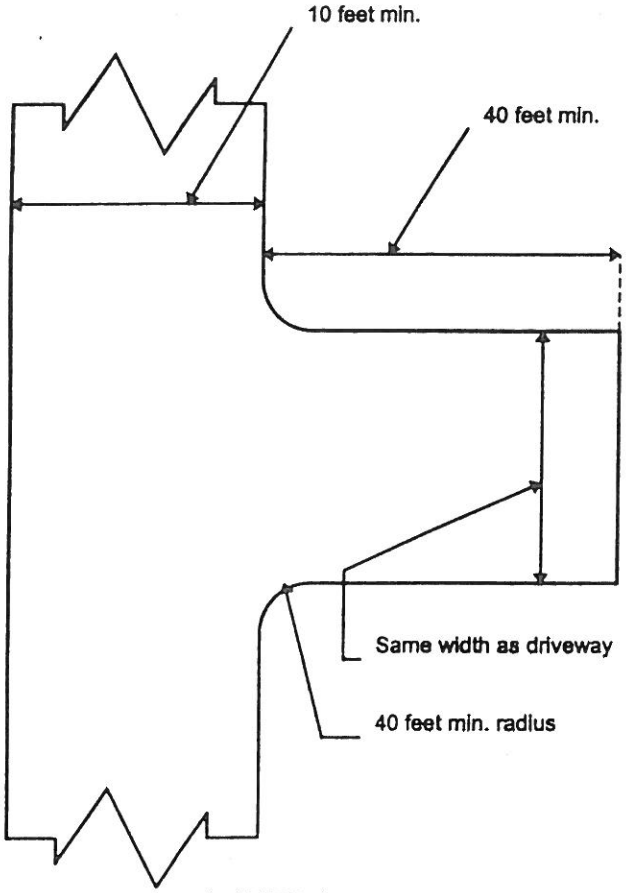
SRA TURNOUTS AND TURNAROUNDS



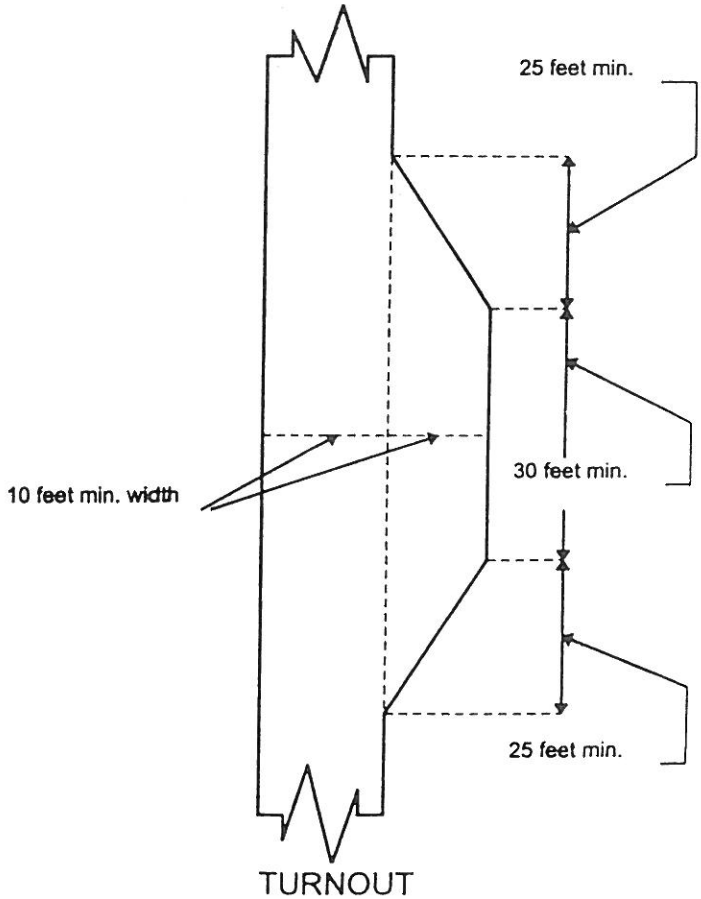
TURNAROUND



HAMMERHEAD T



LATERAL SLIP



TURNOUT

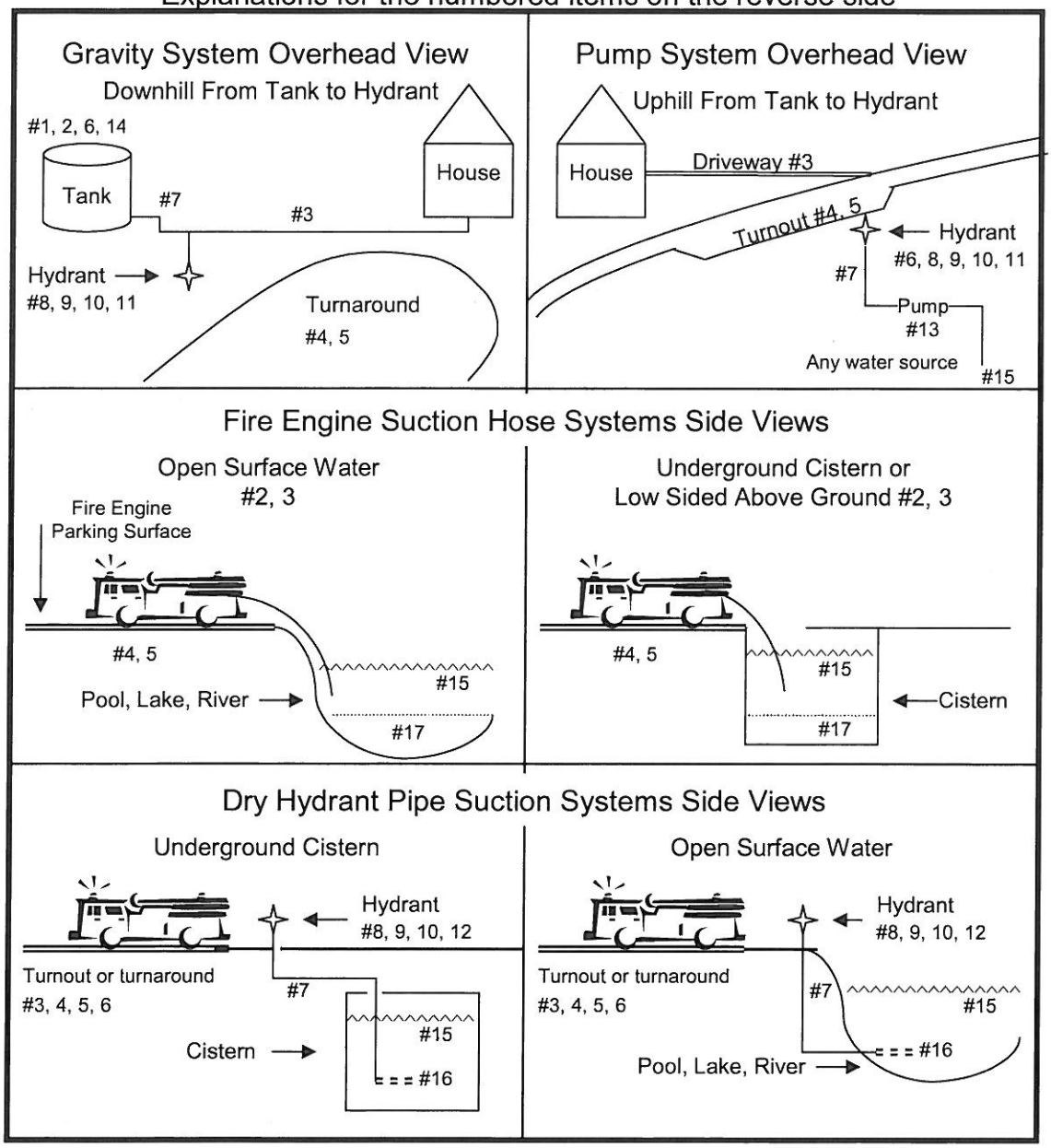
Domestic Emergency Water Supply Systems

1. The minimum emergency water storage volume of 2,500 gallons easily available for fore use.
2. The emergency supply may be separate from the domestic supply or it may be shared. When shared, and if the refilling supply source (well, etc.) cannot keep up with the daily domestic use; the amount stored should be increased so that 2,500 gallons are available for fire use any time of day.
3. The water hydrant or place for water suction must not be further than ½ mile from the dwelling, or closer than 50 feet to the dwelling using road measurements. Parcels 10 acres or less must have the hydrant/suction within 500 feet; and if this is physically impossible, within 1,000 feet.
4. All hydrant and water suction locations must provide a road standard turnout or turnaround.
5. All water supply hydrants and suction locations must be indentified with a 3 inch reflectorized blue dot located 3 to 5 feet above the ground on a post that is within 3 feet of the hydrant. If located off a driveway, another blue dot must be attached to the driveway address sign. Road signs stating "fire water" are an acceptable alternative.
6. All exposed plumbing should have freeze protection and crash barriers as needed to prevent damage.
7. All pipes supplying water to hydrants must be at least 3 inches in diameter. Smaller designs must prove themselves able to provide a 200 GPM flow from the hydrant connection.
8. All hydrants must be 18 inches above ground, at least 8 feet from flammable vegetation, at least 4 feet from the parking surface where the fire equipment will be when using it and no more than 12 feet from the parking surface.
9. All hydrants must have a 2 ½ inch, make national hose connection with cap.
10. All hydrants/valves and connections must be made of brass or other corrosion resistant material.
11. A wet hydrant used with a gravity supply or pressure system must have a 2 ½ inch valve.
12. A dry hydrant used for water suction does not need a valve, but does require a strainer (perforated pipe length) at the end of the suction pipe. The strainer must be at least 3 feet long, (see note on bottom of other side).
13. Where a pump is relied upon to deliver water to the hydrant (not gravity and not suction); it must deliver 200 gallons per minute to the hydrant. If it is an electrically powered pump, it must have a fueled engine backup (or generator). Also, a strainer (see #12) is required.
14. Where gravity is used to get the water to the hydrant, the source (tank) must at lest be higher than the hydrant so that all 2,500 gallons can drain out without suction. Also, the tank should be no more than 600 feet above the hydrant; or have a pressure reducer restricting to 250 psi.
15. Where suction is needed to get the water up out of a source (by hose, dry hydrant or pump) from a natural pond, underground tank, swimming pool, etc., the end of the hose or dry hydrant pipe strainer must have 2 feet of water above is at all times to prevent cavitation (a vortex funnel that allows air to be sucked in). Also, the end of the suction hose or dry hydrant pipe strainer must be held 1 foot off the bottom of storage that can accumulate debris. This means that the bottom 3 feet of storage at the suction point is unusable and at least 2,500 gallons must be available 3 feet above the bottom when the water is at the lowest lever of the year.
16. Where suction through a dry hydrant pipe is used to get water up to a fire engine, the level where the suction pipe strainer is must be no more than 15 feet lower than the hydrant connection.
17. Where a fire engine suction hose is needed to get water (no dry hydrant), the level where the strainer end of the suction hose must go can be no more than 10 feet lower than the surface where the engine parks. Also, the total reach from the edge of the parking surface to where the end of the suction hose must be can require no more than 15 feel of suction hose and no sharp bends. This means that a tack with no dry hydrant will have to be below the parking area, or have a low side wall, because it could take more than 15 feet of hose to reach up to the top of a tank and then back to the bottom; and could require a very sharp bend.

September 16, 1991 California Department of Forestry and Fire Protection CalFire

Single Family Dwelling Emergency Water Supply Systems

Explanations for the numbered items on the reverse side



A hydrant can also be described as a standpipe. A wet hydrant must have a valve; a dry hydrant used for suction does not. Using metal pipe for the pipe exposed above ground is desirable. Plastic pipe may work with support and ultra-violet protection.

= = = A strainer can be as simple as capping the end of the pipe and drilling 3/8 inch holes spaced 2 inches apart in all directions on the last 3 feet of pipe. No foot valve is needed for fire engine use.

Humboldt County Department of Health and Human Services
Division of Environmental Health
100 H Street - Suite 100 - Eureka, CA 95501
Voice: 707-445-6215 - Fax: 707-441-5699 - Toll Free: 800-963-9241
envhealth@co.humboldt.ca.us

SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION

Application is hereby made to the Humboldt County Division of Environmental Health (DEH) for a permit to construct, repair, modify, renew, or destroy a sewage disposal system as specified below, in compliance with the laws and standards of Humboldt County and the State of California.	Legal Conformance	Fee ☐ New Construction ☐ Repair ☐ Modification ☐ Renewal ☐ Destruction	Receipt No.	Application No.

Site Address _____

_____

Assessor's Parcel No. (APN) _____

Previous APNs _____

Directions to Site _____

_____

_____

Owner's Name _____

Mailing Address _____

City/State/Zip _____

Phone _____

☐ Standard System ☐ * Non-Standard System

*Please note that non-standard systems require an operating permit pursuant to HCC, Chapter 6. The owner / operator will be subject to permit fees and inspections.

No. of Units:	No. of Bedrooms:	Water Supply: ☐ Public ☐ Private	Installation Will Serve: ☐ Residence ☐ Multiple Housing ☐ Commercial ☐ Mobile Home Park

FOR OFFICE USE ONLY

Septic Tank Size:	Pump Chamber Size:	No. of Lines:	Line Length:	Trench Depth:

Special Requirements and/or Comments: _____

_____

_____

Terms of Permit

1. DEH personnel will be notified a minimum of **48 hours** prior to final inspection. Please note that some systems may require several inspections. **Should situations arise that prohibit a final inspection at the appointed time, the applicant or the applicant's agent shall notify DEH and reschedule the appointment. Failure to do so may result in additional charges to the applicant at the current hourly rate.**
2. An inspection by DEH personnel, or other qualified professional (when approved by the Division of Environmental Health), will be obtained prior to covering the system.
3. An inspection will not be performed unless a copy of the approved sewage disposal system design is available at the job site.
4. Any deviation from the approved plan without prior clearance from DEH may result in revocation of this permit.

The issuance of a permit in no way implies a DEH guarantee of perfect and indefinite operation of this sewage disposal system. Approval is based upon information submitted by the applicant. **Field conditions that vary significantly from the approved application information may void this permit.**

The undersigned applicant for a sewage disposal system permit certifies as follows:

Contractors' License Law Certificate

☐ A. The applicant's contractor is licensed under the provisions of the Contractors' License Law, under the license number below,

_____,

which is in full effect.

☐ B. The applicant is exempt from the provisions of the Contractors' License Law.

Workers' Compensation Certificate

☐ A. A currently effective certificate of Workers' Compensation Insurance is on file with DEH.
Compensation Insurance:
Policy: _____
Company: _____

☐ B. I certify that in the performance of the work for which this permit is issued that no person will be employed in such a manner as to become subject to the Workers' Compensation laws of California.

I hereby acknowledge that I have read this application and the above is correct and agree to comply with all County Ordinances and State Law regulating construction of sewage disposal systems.

This permit shall expire if work authorized is not commenced prior to 1 year following the Building Division Issuance Date.

X _____
Signature of Owner / Owner's Agent Date

Building Division Issuance Date:

System Design Approved by:	Date:	Construction Approved by:	Date: