



# County of Modoc Building & Safety

## CONVENTIONAL WOOD FRAME BUILDING PERMIT APPLICATION PACKET

**This handout provides you with plan information and the necessary checklists and applications for your project. For other information such as permit, submittal and review fees' or other general information you should reference the General Information/ Permitting and Design Criteria handout provided to you.**

### **General Information (pages 1-5):**

It is recommended that you read through this section, as it pertains to general information and requirements.

### **Site/Plot Plan Checklist (page 6):**

These checklist items shall be shown or reviewed for and are recommended to be returned to this office upon submittal.

### **Building Plans and Submittals Requirements Checklist (pages 7-8):**

This checklist provides you with the minimum requirements that shall be incorporated into or submitted with the plans. If you have already had the plans drawn or are currently in the process, review your plans for these items to ensure this necessary information has been included. All items in this checklist shall be shown in the plans as appropriate or they may be considered incomplete and will not be accepted. The checklists provided are recommended to be returned to this office upon submittal.

### **Road Encroachment Application (pages 9-13):**

This application shall be filled out and returned to this office upon submittal.

### **Request for Assignment of Physical Address Form (pages 14-15):**

For new construction or where an address does not exist, this form shall be filled out and returned to this office upon submittal.

### **SRA Acknowledgement Form (page 16):**

When required, this form shall be filled out and returned to this office upon application submittal.

## CONVENTIONAL FRAME DESIGNS

Are those designs that employ the conventional wood framing provisions of IBC, Chapter 23. Conventional wood framing designs meeting the provisions in the above code are acceptable for single story buildings, and residential buildings up to two (2) stories in height, including accessory uses.

## NOTICE REGARDING THE PREPARATION OF PLANS

Plan design and preparation has become a specialized field. Conventional frame provisions still provide for an owner, contractor or draftsman to prepare residential plans under certain design limitations.

The enclosed checklist is provided for purposes of providing you information to ensuring that the plans that you are preparing or that which you may have purchased meet the necessary requirements. It is necessary that the submittal clearly conveys to the building department the information necessary to demonstrate the project will be in compliance with the code for purposes of our plan review and issuance of the permit.

## NOTICE REGARDING MASS-PRODUCED, PRE-PRINTED PLANS

Mass-produced, pre-printed plans are those you may have seen advertised in magazines or “online”. Many, if not most of these services offer plans at a “come-on” attractive price.

Buyer beware, in many cases these plans are not prepared to CCR, Title 24, California Building Code (CBC) Part 2, Chapter 23, conventional framing provisions. In these cases, they may then be required be engineered. It is common for plans like these to contain a disclosures that require the purchaser to “verify the plans are acceptable to the building department” or your contract may state that if changes are required (and they often are) that they will correct the plans or provide engineering for additional fees.

When the cost of the initial plans and the additional fees to correct the plans is totaled they often cost or more than a set prepared locally for the project. If engineering is offered as part of the service, be sure to verify that the company posses the required engineering seal for California. Mass-produced pre-printed plans submitted for permit will be required to build as drawn. If you make changes to the plans or they contain design provisions or elements that you do not want, or if changes are necessary due to our plan check, all those parts of the plans that reflect those changes are required to be re-drawn.

## ENERGY STANDARDS, ENERGY ANALYSIS & FORMS

The Energy Standards (Title 24, Part 6) are a regulatory requirement for all new residential and commercial construction (they are not required for non-habitable structures like garages). These standards are contained in Title 24, Part 6 of the California Code of Regulations. Energy standards and compliance approaches take an overall look at the structure you plan to build, they essentially “model” your design by looking at the overall design much like a heat loss and cooling calculation performed by a mechanical contractor. How the structure is situated on the property and the amount and type of glass or glazing, thermal mass, insulation levels, type and efficiency of the heating appliances and/or cooling as well as the location of the heating and cooling ducts all have influences in the design. This modeling is the energy analysis; compliance forms which are essentially the submittal documentation and forms necessary to submitted or made part of the plans as requested in the enclosed checklist.

## PROJECTS THAT REQUIRE PROFESSIONAL DESIGN

Projects that require professional design are projects or buildings that are not specifically exempted from engineering design by the Business & Professions Code, section 6737.1 or the Architects Practice Act, section 5537 and/or those designs that all or a part of which deviate from substantial compliance with the conventional framing provisions for wood frame construction of the IBC.

## **PROPERTY OWNERS GUIDE FOR UNDERSTANDING THE PROCESS WHEN ENGINEERING IS FOUND TO BE NECESSARY**

It is hoped that the following will help the applicant understand the process when engineering or professional design is required or has been requested by building department staff.

1) Large projects often require more than one registered design professional; usually this is an architect, working in conjunction with an engineer. In these cases the person or firm responsible for the overall design considerations and coordination of all persons involved in the planning and preparation of the construction documents is referred to as the registered design professional in responsible charge of the project. In these cases this is generally the architect. This is common for large projects, and more complex public or commercial/business occupancies, etc. In these circumstances the architect in communications with the owner, will identify the owners needs for the project, and may make the initial determination of what type of structure may be appropriate for the use and needs of the client. He or she then will coordinate as needed with other design professionals or others in the preparation of the plans as necessary and develop design specifications for the project.

2) For many projects, it would not be uncommon for a civil or structural engineer to act in a similar capacity as an architect as described above. In these cases the engineer assumes the roll of the registered design professional in responsible charge of the project, and he/she will assume responsibility for all aspects of the construction documents preparation.

In either case as explained, the engineer involved may be referred to as the Engineer of Record (EOR).

Regardless of which registered design professional is in responsible charge, the process usually goes as follows:

- a) Where the project is a commercial occupancy, like a business occupancy, etc., and where non-structural provisions of the codes are substantially more complex, the project is required by the B&PC to be prepared by an architect or an engineer. Usually the plans will contain architectural drawings (sealed by the architect) and structural drawings (sealed by the engineer).
- b) Where the project as submitted have been prepared by a property owner, contractor or a draftsman, and are determined to be outside the scope of the exemption as allowed by the B&PC and determined to require to be engineered, the plans shall be prepared by or under the direct supervision of a design professional. The design professional who takes on the project must assume responsible charge for the plans, and this can require, at their discretion, that;
  - ✓ it is necessary the plans be entirely redrawn, by his or her representative or a firm under their direct supervision, or;
  - ✓ The plans may be “red-lined,” corrections made by the person responsible for their preparation and submitted back to the engineer, for a second review to ensure the items as they were originally identified are properly incorporated into the plans.

Regardless of the approach utilized, the registered design professional in responsible charge shall review all other documents like the truss packages, Factory Built Housing (FBH) component shop diagrams, like “SIP” panels, or similar shop drawings, or similar submittals, and; with an appropriate stamp containing the name of the firm, stamp the plan “reviewed and approved by” or similar to identify these documents as being reviewed for the project, or he or she shall submit a qualifying statement to this effect.

The plans, outside engineering or other documentation necessary to show compliance with the code or other elements and specifications for the project shall be submitted in one complete construction documents package for review at time of submittal.

# MATERIALS AND CONSTRUCTION METHODS FOR EXTERIOR WILDFIRE EXPOSURE

**What is it?** Wildland Urban Interface, Ignition Resistant Construction Requirements, are materials, systems, and exterior design requirement standards which have been mandated by the Office of the State Fire Marshall (OSFM) by their amendment to Title 24, CCR (CBC, Chapter 7A) to require design and material measures to protect structures located Wildland Urban Interface (high hazard fire areas).

**Where does it apply?** Wildland Urban Interface, Ignition Resistant Construction Requirements, CBC, Chapter 7A, apply to all new buildings in all State Responsibility Areas (SRA) and within Local Responsibility Area (LRA) lands with a Very High fire hazard zone designation.

**Does an addition or remodel need to comply?** Not necessarily? Additions and remodels are exempt from the requirements when the structure was originally permitted prior to the effective date of the regulations, which was January 1, 2008 for SRA, July 1, 2008 for LRA for those structures regulated by Title 24, CCR.

**What type of structure does this apply to?** All new structures regulated under the adopted building Code(s), Title 24 of CCR, including but not limited to:

- 1) Conventional Wood Frame
- 2) Factory Built Housing
- 3) Engineered Wood Frame
- 4) Engineered Light Gauge Metal Frame
- 5) Engineered Metal & Post Wood Frame Buildings for accessory use to residential development.

**Does this apply to Manufactured Homes?** Yes. Manufactured homes although regulated and constructed under the preemptive Federal Safety Standards (HUD requirements) are as of September 1, 2008 required by emergency legislation to comply like other site built structures.

**Isn't a Manufactured home the same as Factory Built?** No. FBH is regulated by Title 24 CCR, they are built in a manufacturing facility under third party inspection, like Manufactured homes, but they are built to Building Code like site built structures and not the lesser HUD requirements.

**How do I know if I am in one of the affected areas?** There are several methods to determine if these regulations apply:

- 1) The unincorporated lands within Modoc County have both LRA and SRA lands. Much of the County and most subdivision within the county are SRA and these requirements apply.
- 2) The SRA/LRA designation will be provided to you after you have submitted the request for Building Design Information Form provided in the handout titled GENERAL INFORMATION / PERMITTING and DESIGN CRITERIA FOR SITE BUILT STRUCTURES.
- 3) Additional information is available at the Modoc County Planning Dept. and Cal. Fire offices.
- 4) Maps (and other detailed information) are available at:  
<http://www.fire.ca.gov/wildland.php>.

**Where can I find listed products?** First ask your materials supplier if they can assist you with listed products, or you can inquire with the manufacturer if they have tested their product, they should provide or direct you to the product listing. Products that are listed though the Office of the State Fire Marshall (OSFM), are located online at: <http://www.fire.ca.gov/wildland.php>. It is important that when using products listed by the Office of the State Fire Marshall that the product installation requirements as they are specified be stated in full.

**What will work and what do I have to show on my plans?** Each of the following building components listed below are affected, and requirements necessary in order to address the checklist items' provided in the enclosed plans checklist are:

**Roof Coverings:** Specify the type and rating of the roof covering. Class A or noncombustible roofing is required (Aluminum is not considered non-combustible). Specify the roof material and provide the listing for other than comp., steel or tile.

**Roof Vents:** Eave or soffit vents are not permitted unless listed to resist the intrusion of flame and burning embers into the attic. All other roof vents can be ¼ inch corrosion resistant mesh. For vents in the eave or soffit, provide the listing and detail the size, number and location of vents to meet the attic ventilation requirements of 1/150 of the area to be ventilated divided between upper and lower vents. The listed vents will have reduced venting capability that must be accounted for **or** remove all details and references to under eave or soffit vents and detail the number, size and location of vents to meet the roof ventilation requirements of CBC that requires the net vent area to be 1/150 of the area to be ventilated divided between upper and lower vents. *Since eave and soffit vents are prohibited, unless listed, the lower vents must be located as low as possible on the roof surface and/or low on the gable ends to provide the required lower ventilation.*

**Gutters:** Add a note that if gutters are installed they will be provided with a means to prevent the accumulation of debris in the gutter such as screened.

**Eaves, soffits and similar overhangs:** Amend and detail on the plan showing the underside is protected by materials that are non-combustible **or** ignition resistant (provide listing) or listed under SFM 12-7A-3.

**Exterior walls:** Amend and detail the plans to show the exterior walls are approved non-combustible **or** ignition resistant **or** heavy timber **or** log walls **or** listed under SFM 12-7A-1. Currently fiber cement siding, traditional 3-coat stucco and full log walls are acceptable without listings. Other materials will require the submittal of the listing.

**Exterior Windows, glazing in doors:** Detail/specify on the plans that all (including attached garages) glazing is insulated glass with a minimum of one-tempered pane of glass **or** glass block **or** be 20-minute rated **or** listed under SFM 12-7A-2. Specify each window on the plans as tempered or the listing.

**Exterior Doors:** Specify all exterior doors to be noncombustible **or** listed under SFM 12-7A-1 **or** a rated 20-minute door **or** solid core 1-3/8 inch thick with interior field panel thickness no less than 1-1/4 inches.

*Combustible raised panel doors generally will not comply due to the thickness of the panels that taper at the edge.*

**Decks (deck surfaces, stair treads/risers, porches, and balconies):** Specify heavy timber (minimum 5" nominal thickness) **or** exterior fire-retardant treated wood **or** non-combustible materials **or** ignition resistant meeting SFM 12-7A-4, parts A and B **or** the material shall pass SFM 12-7A-4 part A only and, a) the deck shall surface shall pass the accelerated weathering test and b) the walls the deck is attached and within 10' can only be non-combustible or ignition resistant material. Exception to b); provided the decking surface material conforms to ASTM E-84, Class "B" flame spread the wall covering need not comply. *These regulations do not apply to the underlying deck support material.*

**Underside of cantilevered/overhanging appendages and floor projections (not decks):**

Show the underside maintains the ignition resistances of the exterior walls or enclosed to grade.

# CONVENTIONAL WOOD FRAMING CHECKLISTS

*All required information, shall be returned in clear, or clearly legible copies. Forms provided by Modoc County shall be returned in the same exact form as they have been provided. Faxed information, poor quality or reduced copies will likely not be accepted. Provide the following:*

## SITE/PLOT PLAN

- 1) Provide two (2) clearly legible plot plans on 8 ½" X 11" plain paper, drawn to scale, for example 1" = 50' **or similar**. Large properties may be submitted with an Assessors plot map and on the reverse the site/plot plan need only show the area of improvement to scale.
- 2) Provide the Assessors Parcel Number (APN) and plans shall be signed by the person responsible for the preparation of the plan.
- 3) Provide a directional arrow indicating the direction to "North".
- 4) Show property boundaries, outlines and dimensions, year round or seasonal drainages.
- 5) a) "FLAT LOT SITES" Where the property does not require site preparation other than clearing for the removing of organic or deleterious material (clearing, leveling or cutting to frost depth, backhoe work for footings and stepped footings, etc.) state "FLAT LOT."  
b) "CUT PAD SITES" If other than flat lot, the plans shall state "CUT PAD." Depending on the slope of the property, this excavation work may require a grading permit (cuts over 5' or where more than 50 cubic yards or material are moved, require a grading permit). The site/plot plan shall state the slope of the property by, the percent, degree slope, or slope ratio. Plans shall also contain a separate profile plan view, showing the locations and dimensions of the cut(s), fill(s) and be provided a note stating the amount of, and the intended use of the spoils removed by the excavation.
- 6) Show the location and the "footprint" of the proposed structure(s), and specify their use(s).
- 7) Where applicable, show and dimension the "footprint" of all existing buildings and specify their use(s).
- 8) Show all distances between proposed structures and/or existing buildings.
- 9) Show distances from proposed buildings to the property lines; these shall be shown at right angles (90°) from the building to the property line.
- 10) Show the electrical service location and service size; specify whether it is "overhead" or "underground"
- 11) Show the approximate location of the septic & leach field and the well, dimension the distance from the septic to the nearest proposed or existing structure. **Note:** Where the building site is on a public sewer or water system, show the approximate locations of these utilities and specify them as such.
- 12) Show the location and name of abutting streets / roads and any easements and all legal accesses to the property.
- 13) Show the location of the driveway and dimension the distance to the nearest side property line.
- 14) Developments in sub-divisions may be required to bear a subdivision approval stamp or be accompanied by a letter of approval from the subdivision review committee.
- 15) Signed (SRA) acknowledgement form.

## BUILDING PLANS AND SUBMITTALS REQUIREMENTS CHECKLIST

\* Where buildings are designed in accordance with the provisions of the AF&PA WFCM and not the conventional framing provisions, this design specification shall be stated in the plans analysis.

### Plans requirements:

- 1) Two (2) sets of blue line or black line plans that do not have written in modifications.
- 2) Plans shall be a minimum of 18"x 24" in size and clearly show the extent of the work.
- 3) The plans shall be drawn to scale, the scale noted, and they shall be clearly dimensioned. Elevation plans, floor plans and all similar plans shall be a minimum of 1/4"=1' scale.
- 4) The plan sheets shall be the same size, bound on the left side and numbered appropriately. (Submittal documents shall accompany the plans as separate documents)
- 5) All pages of the plans shall be provided with a title block identifying the person or firm responsible for the plans preparation and bearing their signature.
- 6) The plans shall be provided a plans analysis that includes current codes used for plan preparation and specifies the following applicable design criteria as appropriate or provided;
  - \*Floor & roof live loads
  - \*Ground snow load
  - \*Basic wind speed
  - \*Seismic Design Category
  - \*Wind Exposure Factor
  - \*Soil Site Class
  - \*Flood design data, if applicable
  - \*SRA fire hazard severity zone rating, if applicable.
- 7) The plans shall include elevation drawings for the exterior (show all four views).
- 8) The plans shall include a foundation plan and details as necessary, showing the configuration of all foundation elements, including designating the girder locations and sizes. Specify footings, stem-walls, and pier sizes used to support girders and any required posts, specify reinforcement and concrete strength as appropriate to the location. Include anchor bolt, size and spacing and any other bolts or hold-downs as appropriate.
- 9) Where other than slab on grade, the plans shall include a floor-framing plan. Where engineered "I-joists" are used, the plans shall specify manufacturer, size, series and ESR#.
- 10) The plans shall include a floor plan that labels all rooms and their uses, showing windows & doors, their sizes & locations. Windows shall state "egress" where appropriate. The plans may show electrical and shall show all plumbing and mechanical fixture types and their locations, and;
- 11) Designate the exterior and interior braced wall lines and designate by symbol the location and the length of braced panels specific to their location. Identify and correlate with the symbol designations the braced panel types and sizes in a braced wall panel schedule, and;
- 12) Specify and designate all beam and header sizes specific to their locations and show or identify double trimmer and/or post locations. Engineered beams and members shall be called out by manufacturer, product designation, series and size (provide the appropriate code approval report as a separate submittal document) and;
- 13) Designate a full cross section(s), or partial section detail as appropriate to clearly show the locations of structural information and connections that require detail drawings. Details shall be drawn to an enlarged scale that provides for the specification of all structural materials and allows for the structural details to clearly show, and;
- 14) Show and specify all specialty hardware and fasteners by the manufacturer (like Simpson or USP), as well as the model number appropriate for the application. Specialty hardware under this part are for simple applications like, post bases, post caps, joist hangers, floor to floor strap-ties and alternate braced panels if any.

- 15) The plans shall include a roof framing plan or engineered truss package, as well as a roof diagram which shows hips and valleys, etc. (Where engineered trusses are used, a truss-engineering package shall be included with the plans as a separate submittal document).
- 16) When required (habitable structures), provide all the documents necessary to show compliance with Title 24, Part 6, Energy Code, i.e., the CF-1R and MF-1R documents, shall be included into, and made a part of the plans.

**Submittals:**

- 17) Provide a completed Owner-Builder or Contractor Acknowledgment & Information Form.
- 18) One (1) copy of the Legal Description of the property, this shall include the first page of the deed showing the legal property owner.
- 19) Provide two (2) completed site/plot plans showing all necessary items as outlined, include a grading plan if required, or make reference to the grading permit if issued previously.
- 20) Provide two (2) engineered truss packages. Where engineered trusses are used, all transfer of loads and anchorage of each truss to the supporting structure is the responsibility of the registered design professional per CBC, Section, 2303.4.1.6.
- 21) Where engineered beams are utilized, reference as appropriate or provide (1) copy of the ICC, evaluation report to demonstrate code approval for each product as specified.
- 22) When required, provide (1) copy of all the documents necessary to show compliance with Title 24, Part 6 Energy Code.

**ADDITIONAL REQUIREMENTS FOR ALL STRUCTURES IN STATE RESPONSIBILITY  
AREA (SRA) LANDS**

- 1) Provide in the plans general notes section, specifications for all materials standards as appropriate.
- 2) Specify roof coverings.
- 3) Specify and detail roof valley requirements.
- 4) Show roof gutters, where none are intended, add note to specify the roof gutter requirements.
- 5) Specify and detail by ventilation type, the attic ventilation locations and requirements.
- 6) Specify and detail under eave requirements.
- 7) Specify exterior wall covering requirements.
- 8) Specify glazing requirements.
- 9) Specify exterior door requirements.
- 10) Specify decking surface requirements.
- 11) Specify and detail the protection of the underside of floor projections, and similar areas.

**Submittals:**

- 12) Provide product listings to show compliance with these provisions. May be from either the State Fire Marshal (SFM), or other approved listing agency.



# MODOC COUNTY ROAD DEPARTMENT

## ROAD ENCROACHMENT PERMIT & PROCESS

*For information and/or assistance please call  
The Modoc County Road Department at (530) 233-6403*

### BASIC INSTRUCTIONS & PROCESS

1. Fill out and return application and appropriate permit fee to Modoc County Building Safety.
2. The completed application and the appropriate fee will be routed to the Modoc County Road Dept.
3. Encroachment permits will take 7-14 days to process. Allow at least two weeks between application and construction.
4. District Foreman will do a "Field Review" of the proposed application and return it to this office.
5. A "Permit Approval" will be issued with requirements specific to this application.
6. District foreman will do a "Final Inspection" after the encroachment is completed.

**Please Note: Work performed inside of the County Right Of Way must be accomplished by an appropriately licensed contractor, with the exception of work performed that is less than Five Hundred dollars (\$ 500.00) as per section 7048 of the B & P Code, or if the work is performed by an owner/builder as per section 7044 of the B & P Code.**

#### Permit Fees:

Driveways	\$ 160.00	All driveways permanent, temporary, residence or business.
Utilities	\$ 400.00	Any Utility, above or below ground.
Community		
Event	\$ 50 .00	Community events, parades, banners etc.
Dust Control	\$ 300.00	The use of chemical or mechanical methods to control dust.
Signs	\$ 150.00	Temporary or permanent placement. Permit required for each sign.
Cattle guard	\$ 600.00	When requested by public. Installation pursuant to County Code Ch.12.08.

# APPLICATION FOR COUNTY ROAD ENCROACHMENT

*(If the road encroachment is existing and has been previously permitted, complete only items 1-7)*

1) Date: \_\_\_\_\_

2) Permit No. : \_\_\_\_\_

3) Name: \_\_\_\_\_

4) Phone No.: \_\_\_\_\_

5) Address: \_\_\_\_\_

6) County Road Number: \_\_\_\_\_

7) APN # \_\_\_\_\_

To avoid delay in the processing of your application, please stake and flag the location of the encroachment for the field review.

Please state below the nature and location of work to be performed.

Description of Work: _____ _____ _____
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Please diagram below the work proposed in your application for an encroachment permit. Distance and direction to nearest landmark and/or intersection must be shown on your diagram.

--

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Office use only:</b> GPS Coordinates: Latitude: _____ Longitude: _____
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**ROAD ENCROACHMENT GENERAL INFORMATION**  
**ROAD CONNECTIONS**

Applicant is:

\_\_\_\_\_ Owner  
\_\_\_\_\_ Contractor  
\_\_\_\_\_ Public Agency  
\_\_\_\_\_ Agent for Owner  
\_\_\_\_\_ Other: \_\_\_\_\_  
Specify

Approach will serve:

\_\_\_\_\_ Private Residence  
\_\_\_\_\_ Private Road  
\_\_\_\_\_ Subdivision (less than 5 parcels)  
\_\_\_\_\_ Subdivision (5 or more parcels)  
\_\_\_\_\_ Agriculture (field access)  
\_\_\_\_\_ Other: \_\_\_\_\_  
Specify

Estimate Usage:

\_\_\_\_\_ High (nearly continually)  
\_\_\_\_\_ Frequent (several times daily)  
\_\_\_\_\_ Daily  
\_\_\_\_\_ Occasional (a few times a month)  
\_\_\_\_\_ Seldom

Type of user:

\_\_\_\_\_ Passenger Vehicles  
\_\_\_\_\_ Trucks (or other long or heavy vehicles)  
\_\_\_\_\_ Tractors (or slow moving vehicles)

Proposed Construction Dates:

\_\_\_\_\_ Start Work  
\_\_\_\_\_ Complete Work

Construction will be performed by:

Contractor: \_\_\_\_\_  
License Number: \_\_\_\_\_

Permit No.: \_\_\_\_\_ County Road No.: \_\_\_\_\_

# ROAD ENCROACHMENT GENERAL INFORMATION

## UTILITIES

*This part is required to be completed only where for new utility installations are installed for the intended improvement.*

Applicant is:

\_\_\_\_\_ Owner  
\_\_\_\_\_ Contractor  
\_\_\_\_\_ Public Agency  
\_\_\_\_\_ Agent for Owner  
\_\_\_\_\_ Other: \_\_\_\_\_  
Specify

Type of Facility:

\_\_\_\_\_ Buried phone cable  
\_\_\_\_\_ Buried electric cable  
\_\_\_\_\_ Buried cable television  
\_\_\_\_\_ Buried conduit (encasement pipe)  
\_\_\_\_\_ Buried water line  
\_\_\_\_\_ Buried sewer line  
\_\_\_\_\_ Overhead phone line  
\_\_\_\_\_ Overhead electric line  
\_\_\_\_\_ Overhead cable television

The facility will:

\_\_\_\_\_ Cross the road  
\_\_\_\_\_ Run parallel to the road outside the roadbed  
\_\_\_\_\_ Run parallel to the road above or beneath the roadbed

The facility will be placed underground by:

\_\_\_\_\_ Boring  
\_\_\_\_\_ Jacking  
\_\_\_\_\_ Trenching

Proposed Construction Dates:

\_\_\_\_\_ Start work  
\_\_\_\_\_ Complete work

Please provide a site map of the proposed encroachment, showing specific location of poles, pipes, etc. in relation to the roadbed (Design plans, appraiser's map, or other appropriate map).

Permit No.: \_\_\_\_\_ County Road No.: \_\_\_\_\_

# ROAD ENCROACHMENT GENERAL PROVISIONS

**ACCEPTANCE OF PROVISIONS:** It is understood and agreed by the Permittee that the performance of any work under this permit shall constitute an acceptance of the provisions.

**NOTICE PRIOR TO STARTING WORK:** Before starting work the Permittee shall notify the Modoc County Road Department at 530-233-6403 at least three days in advance of the date work is to begin.

**MAINTAINING TRAFFIC:** Permittee shall so conduct his operations as to offer the least possible inconvenience to traffic, and it shall be his responsibility to provide for the safety of the public. When necessary, or when required by the grantor, barricades and amber lights shall be used.

**STORAGE OF MATERIAL:** No material shall be stored within eight (8) feet from the edge of the pavement or traveled way or within the shoulder line where the shoulders are wider than eight (8) feet. No supplies or equipment shall be stored on the highway until Permittee is ready to start work.

**CLEAN UP RIGHT OF WAY:** Upon completion of the work the right of way shall be left in the same condition as existed before work started, subject to the satisfaction of the County.

**FUTURE MOVING OF INSTALLATION:** In the event future moving or modification of the installation granted under this permit is required, the installation provided for herein shall, upon request of the County, be removed or revised at the sole expense of the Permittee within five (5) days of such notice.

**PROPOSED WORK:** When requested by Permittee, and if so consented to by Grantor, work covered under this permit may be done by the Grantor. Permittee agrees to reimburse fully all costs incurred in connection with the permit. Grantor will furnish an estimate of the cost of any such work prior to beginning project. If Permittee fails to complete the work in a satisfactory manner, or within the time specified, as determined by Grantor, Grantor will perform the work and Permittee agrees to reimburse Grantor for all costs incurred therefor.

**LIABILITY:** The Permittee is responsible for all liability for personal injury or property damage, which may arise out of work herein permitted, or which may arise out of failure on the Permittees part to perform his obligations under the permit in respect to maintenance. In the event any claim of such liability is made against the County of Modoc, or any department, Officer, or employee thereof, Permittee shall defend, indemnify and hold them and each of them harmless from such claim.

**RIGHT OF WAY:** At locations where the County has right of way by prescription, this permit shall apply only to those roadway areas defined by statute as being under the jurisdiction of the County.

**DAMAGES:** The Grantor will exercise reasonable and prudent care to prevent damage to Permittee's facilities installed under this permit, by reason of the County's operations; however, the Grantor assumes no responsibility for any damage to such facilities during installation or for any damage sustained at some future date, regardless of the cause of such damage.

**BEFORE DIGGING:** The Permittee must call the following toll, free number which provides information regarding the location of buried utility lines, before digging – **1 (800) 642-2444.**

**SNOW PLOWING:** The Permittee shall be responsible for snow removal on a road connection joining a County Road including any snow berm left at the edge of a County Road by snow plowing equipment.

**MAINTENANCE:** The Permittee shall be responsible for maintaining the encroachment, including replacement of gravel or culvert if needed.

**WORK WITHIN THE COUNTY RIGHT OF WAY:** Work performed inside of the County Right Of Way must be accomplished by an appropriately licensed contractor, with the exception of work performed that is less than Five Hundred dollars (\$ 500.00) as per section 7048 of the B & P Code, or if the work is performed by an owner/builder as per section 7044 of the B & P Code.

## **POLES, WIRES, CABLES AND OVERHEAD STRUCTURES**

Pole Lines shall be located one foot from the property line unless otherwise specified on the face thereof.

All clearances and type of construction shall be in accordance with the applicable orders of the Public Utilities Commission of the State of California.

Whenever necessary to secure permission from abutting property owners, such authority must be secured by the Permittee prior to starting work.

# REQUEST FOR ASSIGNMENT OF PHYSICAL ADDRESS

*(See instructions on next page.)*

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email where notification can be sent: \_\_\_\_\_

Phone number where you can be reached or a message left: \_\_\_\_\_

Property location: (Parcel (APN) or Block and Lot number): \_\_\_\_\_

Primary access road to property: \_\_\_\_\_

**Draw or attach map referencing the distance, in feet, from the driveway location to the nearest property line or cross street, and the location of the structure needing an address, including the distances of the structure from the property lines.**

Assigned Address:

Verified by: \_\_\_\_\_  
Put on map on: \_\_\_\_\_  
Copy sent to Office Of Emergency Services on: \_\_\_\_\_  
Copy sent to Building Inspector on: \_\_\_\_\_  
Copy sent to Assessor's Office on: \_\_\_\_\_  
Copy sent to Fire Department on: \_\_\_\_\_

Page

# INSTRUCTIONS FOR REQUESTING AN ASSIGNMENT OF A PHYSICAL ADDRESS

**Return the completed form and any attachments to the Modoc County Address Administrator, Modoc County Planning Department, 203 W. 4th Street Alturas, CA 96101.**

Addresses will be assigned to any property that contains a principal structure for human occupancy, or for which a permit application has been submitted to build a structure for human occupancy. Addresses will also be assigned to any location where telephone service exists or is about to be installed for any reason including, but not limited to, normal telephone service, FAX machine, modem, or alarm system. The primary purpose is to be able to assist emergency responders in case of a 9-1-1 call.

Give either the Assessor's Parcel Number (APN) or Subdivision Name, Block and Lot numbers for the property.

Addresses are based on driveway location and mileage along the primary access road. To assign addresses, enough information must be provided to accurately locate both the point of access of the driveway and the structures to be addressed. A copy of the encroachment permit, if required, should be attached to provide access information. If no encroachment permit is available, provide complete information on the driveway location including the number of feet and direction to the nearest property line, cross street, nearest driveway, or, in subdivisions, to the nearest lot corner. If using a driveway for reference, provide the name of the current occupant of that residence. Also show, approximately to scale, the location of each structure on the property and indicate which will or may have telephone connections, including extensions.

If you have questions, contact the Address Administrator, at the Modoc County Planning Department, 233-6406.

# *COUNTY of MODOC*

## State Response Area (SRA) Acknowledgement Form

*All SRA requirements listed herein shall be met by the property owner, prior to final inspection of the residence by Modoc County Building & Safety. (For more information please contact Cal Fire at 530-233-3436.)*

**Road Standards for Fire Equipment Access:** All surfaces shall be capable of supporting a 40,000-pound load. The grade for all roads, streets, private lanes and driveways shall not exceed 16 percent. All driveways shall provide a minimum 10-foot traffic lane and unobstructed vertical clearance of 15 feet along its entire length. Driveways exceeding 150 feet in length shall provide a turnout near the midpoint of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart. A turnaround shall be provided at all building sites on driveways over 300 feet in length and shall be within 50 feet of the building. Gate entrances shall be at least 2 feet wider than the width of the traffic lane(s) serving that gate. All gates providing access from a road to a driveway shall be located at least 30 feet from the roadway and shall open to allow a vehicle to stop without obstructing traffic on that road. Where a one-way road with a single lane provides access to a gated entrance, a 40-foot turning radius shall be used.

**Standards for Identifying Streets, Roads, and Buildings:** All buildings shall have a permanently posted address, which shall be placed at each driveway entrance and be visible from both directions of travel along the road. Where multiple addresses are required at a single driveway, they shall be mounted on a single post.

**Minimum Private Water Supply Reserves for Emergency Fire Use:** A water storage tank may be required. (Contact Cal Fire)

- Pre 1991 Water Storage Tank Exemption. (Office Use Only.)

**Fuel Breaks and Greenbelts:** The property owner shall maintain around and adjacent to the building or structure, a firebreak made by removing and clearing away, for a distance of not less than 30 feet on each side of the building or structure or to the property line, whichever is nearer, all flammable vegetation or other combustible growth. The property owners shall maintain around and adjacent to the building or structure additional fire protection or firebreak by removing all brush, flammable vegetation, or combustible growth that is located within 100 feet from the building or structure or to the property line or at a greater distance if required by state law, or local ordinance, rule, or regulation. Grass and other vegetation located more than 30 feet from the building or structure and less than 18 inches in height above the ground may be maintained where necessary to stabilize the soil and prevent erosion. These subdivisions do not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to any building or structure. The property owner shall remove that portion of any tree that extends within 10 feet of the outlet of a chimney or stovepipe. The property owner shall maintain any tree adjacent to or overhanging a building free of dead or dying wood. The property owner shall maintain the roof of a structure free of leaves, needles, or other dead vegetative growth.

No exemption or variance shall apply unless and until the occupant thereof, or if there is no occupant, the owner thereof, files with the department, in a form as the director shall prescribe, a written consent to the inspection of the interior and contents of the structure to ascertain whether this section and the regulations adopted under this section are complied with at all times.

I hereby acknowledge the above listed requirements, and commit to fulfilling them as required by state law.

\_\_\_\_\_  
Signature of Property

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date