



AGENDA ITEM NO.

J2

COUNTY OF HUMBOLDT

For the meeting of: October 24, 2017

Date: September 28, 2017

To: Board of Supervisors

From: John H. Ford, Director of Planning and Building Department
Connie Beck, Director of the Department of Health and Human Services

Subject: Safe Homes Program (Building Permit Penalty Fee Waiver Program)

RECOMMENDATIONS:

That the Board of Supervisors:

1. Open the public hearing and receive the staff report and public comment.
2. Close the public hearing and deliberate.
3. Adopt Resolution No. 17-92 (Attachment 1), A Resolution of the Board of Supervisors of the County of Humboldt Implementing the Safe Homes Program for the Time Period of October 25, 2017 through December 31, 2022.

Prepared by

Michael Richardson
Michael Richardson, Supervising Planner

CAO Approval

[Signature]

REVIEW:

Auditor

County Counsel

Personnel

Risk Manager

Other

TYPE OF ITEM:

☐ Consent
☐ Departmental
☒ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Sundberg

Ayes Sundberg, Bass, Bohn, Wilson

Nays

Abstain

Absent Fennell

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 10/24/2017

By:

[Signature]
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING:

The cost of preparing this staff report was borne by the General Fund from Planning and Building Department, Building Division (Budget Units 262 and 282) and Public Health funds.

DISCUSSION:

On June 5, 2012 the Board of Supervisors directed County staff to develop a “building amnesty” program for ultimate implementation by the Planning and Building Department and the Department of Health and Human Services, Division of Environmental Health. The goal of this program was to assist homeowners in bringing unpermitted structures into compliance with state law and County codes, while only charging the permit fees associated with new development and waiving any penalty fees associated with unpermitted development. This program was also identified as an implementation measure in the County’s 2014 Housing Element:

“H-IM32. “Safe Homes” Program to Increase Building Code Compliance. The County shall allow qualified unpermitted homes to become permitted through a “safe homes” program. Reduced or eliminated penalty fees for owners wishing to obtain permits for unpermitted homes shall be included as an incentive to bring the unpermitted units into compliance. Responsible Agency: Planning and Building Department. Timeframe: By July1, 2016.”

County staff is now returning with a jointly administered program titled “Safe Homes” for consideration by the Board.

Background Information

The estimate of unpermitted structures in Humboldt County runs into the thousands. Fear of county staff presence on rural properties and a general distrust of government have prevented many landowners from applying for and obtaining the necessary permits. The County instituted an amnesty program for building permit penalty fees in 1984 with limited success. Mendocino County recently completed a successful building permit fee “amnesty” program. This was brought to the attention of former Supervisor Cliff Clendenen, who then requested that the Board consider a similar program be implemented for Humboldt County. It was also suggested that an outreach program be included similar to Mendocino County in order to help ensure the success of the program.

The Safe Homes program is aimed at protecting public health, homeowner safety and the environment by encouraging property owners to complete the County permitting process. This program provides an opportunity for the property owner to apply for permits for unpermitted residential structures, additions and remodels without the imposition of different penalty fees associated with “after the fact” building permit applications. It allows application to be made for permits for existing unpermitted water wells and onsite wastewater treatment systems without penalties. Also available will be a pre-application screening process that will let the homeowner know up front if their structure will qualify for this program, or if there are any major problems. This program will provide a “no jeopardy” opportunity to the landowner so that they can discuss their project without fear of reprisal. No records will be maintained of the visit if the landowners choose not to apply.

Components of the Safe Homes program

Building Division

The Building Division is responsible for ensuring that structures meet the standards of the California Building Code (this includes Plumbing, Electrical, Mechanical, Fire and other building related safety codes). This is accomplished through plan review and inspections. There are two options available in Humboldt County to permit residential structures: a "standard" permit process that follows the California Building Codes; and the Modified Limited Density Owner-Built Rural Dwelling (otherwise known as the Alternative Owner Builder or AOB) permit process. All property owners are eligible for the standard permit process. The AOB process is available to property owners in the more rural areas of the County or those properties that do not have access to community water and sewer services. The AOB process is intended to provide flexibility in the construction standards and materials used while still providing for the protection of public safety. The review procedure and submittal requirements for each of these permit processes varies and property owners will be encouraged to discuss these options and availability with Building Division staff.

The Building Division has developed numerous forms and handouts for use in the Safe Homes program (see Attachments A & B). These include certification forms, frequently asked questions with answers and process instructions among others.

Environmental Health

The Division of Environmental Health (DEH) proposes to participate in the Safe Homes Program by reviewing installation information for existing unpermitted onsite wastewater treatment systems (OWTS-formerly known as septic or sewage disposal systems). The Land Use program within the Division of Environmental Health is charged with reviewing and approving the design and installation of OWTS. DEH staff regularly performs these duties in close working relationship with the Planning and Building Divisions.

The Land Use program proposes to offer optional, confidential consultations to prospective participants to assist them in their decision making on a cost recovery basis at the Division's standard hourly rate. DEH staff propose that a qualified, third-party site evaluator (engineer, geologist, soil scientist or environmental health specialist) certify the design and function of an OWTS by observation (some excavation will be needed) and plan submittal. Plans will be reviewed for approval using standard protocol for compliance with local and state regulations. The regular fees will apply which range from \$745 - \$2,310 per application, depending on system type. Experimental disposal system (composting toilets) applications will be included in our review. Post-construction water well permits will be addressed in this program if the well driller's Report of Completion has been distributed and an adequate seal is in place.

Attachment C includes the DEH's draft handouts proposed to be used for the Safe Homes Program.

Planning Division

The Planning Division is charged with reviewing and approving building conformance with the County's land use regulations, which include Zoning and the County's Fire Safe Regulations. The work of the Planning Division is closely coordinated with the Building Inspection Division who performs a pre-site inspection to ensure the accuracy of the plot plan. The Planning Division works with the DEH to ensure that areas reserved for OWTS and on-site water systems are identified and protected from incompatible development. Applicants under the Safe Homes program will need to show compliance with land use and development standards (e.g., setbacks, lot coverage, building height, etc.) for the applicable zone, as well as demonstrate appropriate fire safe access and separation from environmentally sensitive areas such as streams or other wet areas. The Planning Division will use the original date of building construction to determine whether the County's Fire Safe and Streamside Management Area Ordinance regulations apply to the individual permit situation, as these later adopted regulations were intended to be only applied prospectively to "new" development. Where existing development does not meet a standard, the option may exist to apply for an exception to the regulation that may facilitate the ultimate permitting of the building under the Safe Homes program. The Planning Division is able to offer Application Assistance and Project Facilitation Services in these situations.

The Planning Division has developed a handout which describes the common regulations and standards which will be reviewed for projects applying under the Safe Homes program (See Attachment D).

Public Outreach

The success of this program depends primarily on getting the message out and building trust with County residents. Planning and Building Department staff presented the Safe Homes program to a group of about 25 interested persons on May 11, 2017. That was followed by a KMUD radio interview with Bonnie Blackberry (host), Carolyn Hawkins (DEH) and Todd Sobolik (Planning & Building) when the Safe Homes program was described and related subjects discussed.

Finally, Planning and Building Department staff was joined by Carolyn Hawkins on August 8, 2017 at a public workshop on the Safe Homes program co-sponsored by the Humboldt Association of Realtors.

The following public outreach methods are proposed for the Safe Homes program:

- Outreach to local service groups
- Radio programs, outreach and interviews (multiple with Building, Planning and Environmental Health)
- Newspaper articles, such as "My Word" and interviews, in multiple papers
- County webpage (link from each Division and the County Homepage)

Timeline

The Department proposes the program begin on October 25, 2017 and end December 31, 2022.

FINANCIAL IMPACT:

General Plan user fees and the General Fund from Planning and Building Department, Building Division (Budget Units 262 and 282) have paid for the costs of the Safe Homes Program to date. The cost of preparing this staff report is less than \$10,000 and is borne by the General Fund through the Planning and Building Department, Advance Planning Division's FY 2017-18 budget and the General Plan User Fees Trust Fund 3698. The General Fund User Fee Trust currently has \$482,278, which is sufficient to cover the cost of preparing this report.

The implementation of the program will be through cost recovery from permit revenues for Planning, Building and DEH.

This project fits into the County's Strategic Framework in several ways.

- The project is consistent with the Mission Statement; the Safe Homes Program will meet the needs and address the concerns of the community, and enhance their quality of life.
- The Safe Homes Program supports the self-reliance of the community by clarifying state and County building code regulations and presenting them in a format that is easy to understand and available on the internet.

OTHER AGENCY INVOLVEMENT:

County staff has consulted with various State and local agencies for comments and recommendations on the Safe Homes program. County Counsel and the Division of Environmental Health have both been directly involved in the preparation of the staff report.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board's discretion.

ATTACHMENTS:

Attachment 1	Resolution Implementing Safe Homes Program
Attachment 2	Safe Homes Regular Permit Process
Attachment 3	Safe Homes Alternative Owner Builder (AOB) Permit Process
Attachment 4	Division of Environmental Health (DEH) Draft Informational Handouts
Attachment 5	Planning Division Draft Informational Handouts

Attachment 1

**Resolution Implementing the Safe Homes Program
for the Time Period of October 25, 2017 through December 31, 2022**

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of October 24, 2017

RESOLUTION NO. 17-92

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT
IMPLEMENTING THE SAFE HOMES PROGRAM FOR THE TIME PERIOD OF
OCTOBER 25, 2017 THROUGH DECEMBER 31, 2022**

WHEREAS, On June 5, 2012 the Board of Supervisors directed County staff to develop a "building amnesty" program for ultimate implementation by the Planning and Building Department and the Department of Health and Human Services, Division of Environmental Health; and

WHEREAS, the Safe Homes program was also identified as an implementation measure in the County's 2014 Housing Element; and

WHEREAS, the Safe Homes program is aimed at protecting public health, homeowner safety and the environment by encouraging property owners to complete the County permitting process; and

WHEREAS, the Safe Homes program will provide a "no jeopardy" opportunity to the landowner so that they can discuss their project without fear of reprisal, and no records will be maintained of the visit if the landowners choose not to apply; and

WHEREAS, the Safe Homes program is described in the informational handouts attached to this staff report, which are incorporated into this resolution as if set forth herein.

NOW THEREFORE BE IT RESOLVED, The Board of Supervisors directs the Planning and Building Department and the Department of Health and Human Services to implement the Safe Homes program consistent with the information and brochures in this staff report throughout the time period of October 25, 2017 through December 31, 2022.

Dated: October 24, 2017



Virginia Bass, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Wilson, seconded by Supervisor Sundberg, and the following vote:

AYES:	Supervisors	Bohn, Bass, Wilson, Sundberg
NAYS:	Supervisors	--
ABSENT:	Supervisors	Fennell
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

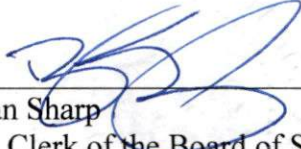
BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of October 24, 2017

RESOLUTION NO. 17-92

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 2
Safe Homes Regular Permit Process



**COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION**

3015 H STREET EUREKA CA 95501 FAX: (707) 445-7446 PHONE: (707) 445-7245
<http://www.co.humboldt.ca.us/planning/>

**The County of Humboldt
is pleased to announce the**

SAFE HOME PROGRAM

**Do you have unpermitted residential, residential accessory
structures or additions thereto on your property?**

**If the answer is yes, you now have an opportunity to permit
those structures and avoid penalty fees.**

**Between _____ and _____, the
Humboldt County Planning and Building Department and the
Humboldt County Division of Environmental Health
will waive penalty fees associated with construction
permits.**

(All customary permit fees will apply during this program.)



For additional information and submittal requirements contact:
Humboldt County Building Inspection Division 707-445-7245
Humboldt County Planning Division 707-445-7541
Humboldt County Division of Environmental Health 707-445-6215



COUNTY OF HUMBOLDT
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Step-by-Step Guidelines for As-Built Permit Applications
Standard Building Permits

1. Determine which residential, residential accessory structures or additions thereto 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. If your parcel does not have service(s) provided by a Community Services District (water or sewer) and if the structure(s) being permitted are for the principal use of the property owner, you may qualify for the Alternative Owner Builder permit. (Refer to Modified Limited Density Owner-Built Dwelling Regulations.)
5. 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.
6. 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.

7. 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.
8. 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.
9. 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, Community Service Districts, California Department of Fish and Wildlife, United States Fish and Wildlife, Northcoast Air Quality Management District, California Department of Forestry and Fire Protection, etc.
10. 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 collected at the time your permit is issued.
11. 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.



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COUNTY OF HUMBOLDT
SAFE HOME PROGRAM

Purpose: The Humboldt County Board of Supervisors approved a penalty relief program that will run from October 25, 2017 through December 31, 2022. This program will provide property owners the opportunity to voluntarily disclose undocumented and unpermitted construction or resolve documented unpermitted construction and avoid mandatory investigation and penalty fees for permits obtained to correct unpermitted construction.

Program parameters:

- This program will begin on October 25, 2017 and end on December 31, 2022.
- During this period, no investigation fees, code compliance fees or other associated penalties will apply to any qualified application.
- This program will provide a “no jeopardy” opportunity to discuss your project with the Building Division, Planning Division and the Division of Environmental Health. No record will be maintained of your inquiry if you decide not to apply for a permit.
- This program has been approved to permit violations related to residential structures and residential accessory structures.
- If a permit is submitted under this program, all applicable codes currently in effect will apply except for the energy standards and some provisions of the County Code. All normal permit and development fees will apply; the program waives only the penalty fees.
- This program applies to non-permitted construction that existed prior to the effective date of this ordinance.
- Staff costs associated with case files for existing violations are not waived with this program.

Frequently asked questions:

- Q.** How can I find out if there has been undocumented or unpermitted construction on my home?
- A.** There are several avenues that property owners may follow. Property owners may be made aware of unpermitted construction from a disclosure statement when they purchased the property. Another possibility is a termite report that identifies non-permitted construction. Property owners may already be aware of improvements they completed on their own or had a contractor complete.
- Q.** Does it matter when the structure was built?
- A.** Yes. 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. Be sure to provide a copy of this information when applying for your permit.
- Q.** What is a “self-disclosed” violation?
- A.** A “self-disclosed” violation means there is no recorded violation and a permit application is submitted to address the unpermitted construction.

Q. What is a “violation of record”?

A. A “violation of record” is a verified violation of State and County codes that has been documented in the County database and a notice of violation has been sent that identifies the violation.

Q. Will the program apply to related permits such as residential septic replacement systems or zoning permits required to address secondary dwelling units?

A. If the septic system serves an approved, or soon to be approved, residential use, the answer is yes. Installation of a residential septic system serving an unlawful structure not being addressed by this program may not qualify. Zoning permits to address residential uses will qualify under this program.

Q. Is there any discussion regarding expansion of the program to include commercial structures or uses?

A. No. The program is limited to residential, residential accessory structures or additions thereto.

Q. Will the program apply to projects currently under construction?

A. Yes. Any residential project initiated or completed without the required permits are eligible to be permitted under this program. However, no refunds of previously paid penalty fees will be granted.

Q. How long will permits issued under this program be valid?

A. Permits issued under this program, as with all other permits, will remain valid until project completion as long as required inspections are scheduled at least once every six months for work performed towards completion of the project. A one-time six-month extension may be granted in lieu of the required inspection.

Q. Will I have to expose concealed construction during the inspection process?

A. All work must be inspected for conformance to applicable codes. In the event that it is not possible to expose the construction elements, licensed professionals must certify that the work conforms to applicable codes.



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

3015 H Street Eureka CA 95501 Fax: (707) 445-7446 Phone: (707) 445-7245
<http://www.co.humboldt.ca.us/planning>

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.



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BUILDING DIVISION

3015 H STREET EUREKA CA 95501
PHONE: (707) 445-7245 FAX: (707) 445-7446

Construction Plan Checklist

You will be asked to pay a deposit toward your plan check fee when you submit your construction plans. In order to process your plan check as quickly as possible, it is important that you submit a complete application package. Please use the following checklist as a guide; sign and submit this form with your plans.

- ☐ Residential – (2) TWO sets of construction plans
- ☐ Commercial – (3) THREE sets of construction plans stamped by a licensed engineer or architect

Included in your construction plans:

- ☐ Foundation detail
- ☐ Foundation plan
- ☐ Floor plan
- ☐ Framing plan
- ☐ Elevations
- ☐ Location of plumbing fixtures
- ☐ Location of heating system
- ☐ Electrical layout
- ☐ Owner's name and assessor's parcel number on each sheet of plans
- ☐ Documentation showing compliance to the California energy requirements (Title 24)
- ☐ **All engineering must be incorporated into the building plans**

Additional information accompanying your plans:

- ☐ **15** copies of your plot plan drawn to standards of the plot plan checklist
- ☐ Two copies of a soils report that complies with 2010 CBC, if required for your project
- ☐ **Four** copies of sprinkler system layout, calculations, and hydrant test, if required for your project
- ☐ Two copies of the truss design if a manufactured truss system is being used (wet signatures required)
- ☐ One additional scale copy of the floor plan for the assessor's office (required by State Bill 493, the Boatwright Bill)

Reminder:

- If the plans are prepared by a licensed engineer or architect, have the plans been signed? Copies of signatures are not acceptable
- Details of engineering shall be shown on plans
- Each sheet of the plans must be numbered

I understand that once my plans have been reviewed, the plan check fee is non-refundable even if I cancel my project or it is denied during the Planning permit process.

Signature

Date



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R2 Report Waiver

During the effective date of The Safe Home Program an R2 report, (Soils or Geologic Report) will not be required for existing non-permitted structures providing that the only issue is slope instability due to the slope being over 15% or the site being located in a Slope Stability Zone 2 or 3 and we receive certification from a Registered Geotechnical or Civil Engineer or Registered Geologist that the area of the development appears stable in their Professional opinion. The certification must also include a statement that contains the following: Based upon my review of the site and surrounding terrain, I feel that no further investigation or consultation is warranted.

Note: A R2 Report may be required when other concerns need to be addressed per Section 332-1 of the Humboldt County Code.

332-1. Soils Reports for Building Permits.

The Building Department shall review each building permit application and require a soil or geologic report prepared in the manner required in this chapter and the County geologic hazard development regulations (Chapter 6 of these regulations) when the proposed building site and improvements including, but not limited to, driveways or access roads are in a location that may have mudslide hazards, or when such a building site is on land composed of filled areas, on marsh land, on land which has an average slope of fifteen percent (15%) or more, and when said Building Department has reason to believe that the proposed building site contains expansive soils or other soil problems which, if not corrected, might lead to structural defects in buildings proposed to be constructed upon said proposed building site.

Soil or geologic reports shall be prepared by a qualified professional (i.e. Registered Geotechnical Engineer, Registered Geologist, Civil Engineer, and Certified Engineering Geologist) who is registered in the State and qualified in geology and soils engineering. The soil or geologic report shall recommend corrective action which is likely to prevent structural damage to each building or structure, including driveways and access roads, proposed to be constructed and which will not aggravate the existing hazard.

PLOT PLAN CHECKLIST

SUBMITTAL REQUIREMENTS

- ⇒ **Submit ten (10) copies of a complete plot plan. Submit one (1) copy no larger than 11" x 17" size. See attached example.**
- ⇒ **All plot plans must be copies; no original drawings will be accepted.**
- ⇒ **Plot plans must be on paper no smaller in size than 8½" x 11".**
- ⇒ **Respond to each item below. If items do not pertain to your project, state so on the plot plan.**

INFORMATION TO BE SHOWN ON ALL PLOT PLANS

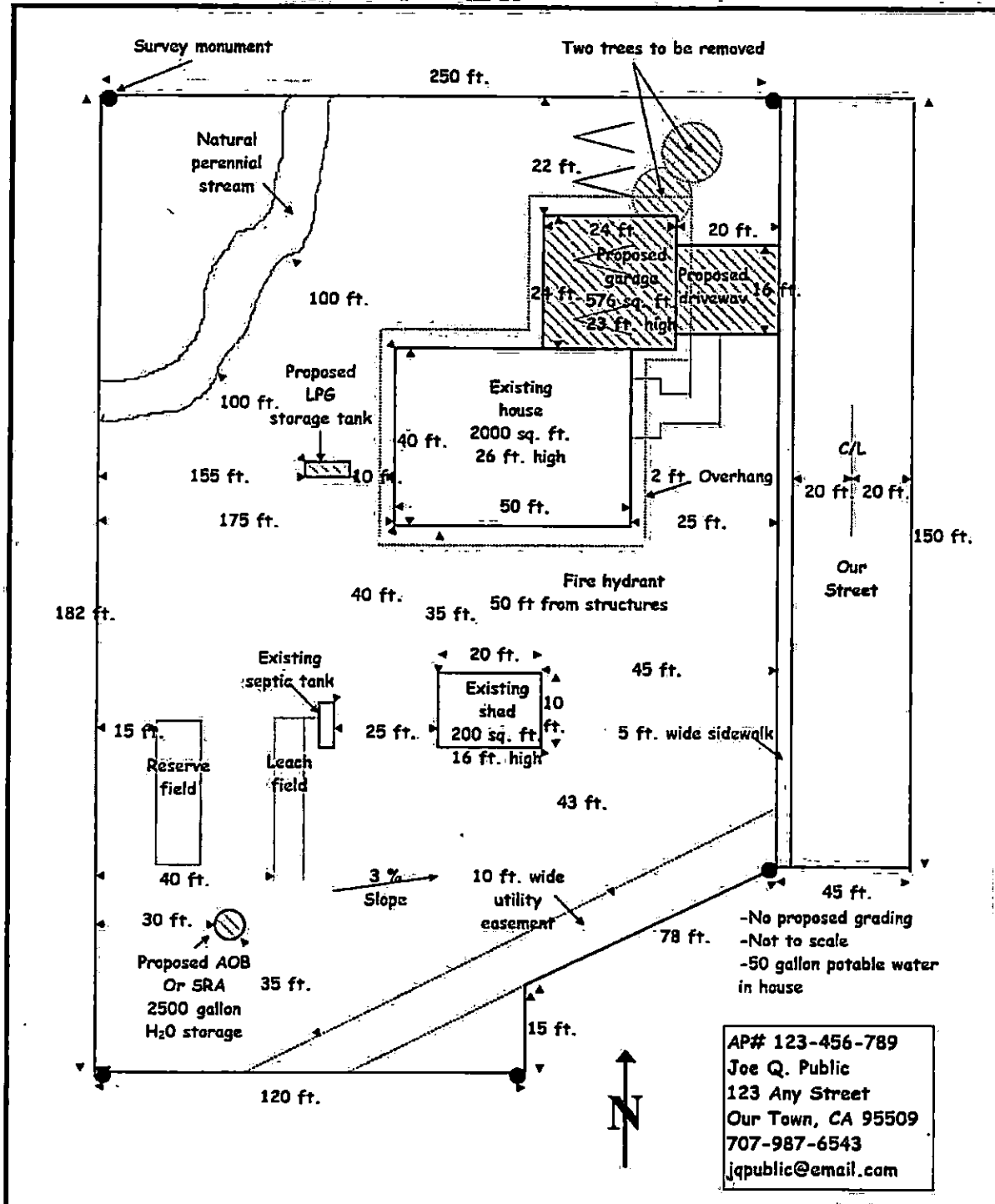
- ☐ Assessor's parcel number, applicant's and owner's name, address and phone number.
- ☐ Detailed written directions or a vicinity map from the nearest public road to the parcel (on or attached to the plot plan).
- ☐ The subject parcel (show entire parcel with dimensions and the location of survey monuments).
- ☐ North arrow and scale (or state "Not To Scale").
- ☐ 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).
- ☐ Location and width of all existing and proposed easements of record (indicate whether utility or egress easement).
- ☐ Direction and percent of gradient for all slopes.
- ☐ Show location of all perennial & intermittent water courses (rivers, creeks, etc.) Show setback from edge of transitional line, property lines & structures.
- ☐ Show location of all man made or natural ponds and/or wetland areas, show distance (setbacks) from these features, structures & property lines.

EXISTING AND PROPOSED IMPROVEMENTS TO BE SHOWN ON PLOT PLAN

- ☐ Show the location of all improvements, identify use & label as "existing" and/or "proposed" with dimensions and distance (setbacks) to property lines and structures.
- ☐ Structures and buildings (include floor area, height, existing/proposed use, show distance between structures, projections and dimensions of porches (covered or uncovered), roof overhangs & other architectural features extending from structures).
- ☐ Septic tanks and leachfields (label primary and reserve areas, show distance to structures and property lines).
- ☐ Show location of on-site water sources (label public or private)
- ☐ Show AOB/SRA water storage facilities, identify gallon capacity (2500 gallons firefighting and 50 gallons potable) and location of hydrant (show setbacks)
- ☐ Driveways, turnouts and turnaround areas (indicate width, percent of gradient, and type of roadway surface, include any required SRA turnouts; label as existing or proposed)
- ☐ Driveway and off street parking spaces (show individual parking spaces, including any required ADA parking and ramps. If commercial project, show loading zone)
- ☐ Any required curbs, sidewalks and gutters.
- ☐ Trees to be removed.
- ☐ Proposed grading and fill (estimate volume in cubic yards).
- ☐ Propane or kerosene storage tanks.

PLOT PLAN (EXAMPLE ONLY)

Directions to site:
Hwy 00 to Public Road
North on Public Road to Any Street



Application: _____

Owner: _____



BUILDING DIVISION
COMMUNITY DEVELOPMENT SERVICES

COUNTY OF HUMBOLDT
3015 H STREET EUREKA, CA 95501-4484
PHONE (707) 445-7245 FAX (707) 445-7446

RESIDENTIAL AS-BUILT ELECTRICAL CERTIFICATION

**IN ACCORDANCE WITH THE CURRENT EDITION OF THE
CALIFORNIA ELECTRICAL CODE (CEC)**

**TO BE COMPLETED BY A CALIFORNIA LICENSED ELECTRICAL CONTRACTOR
REPORT**

1) Kitchen:

a. Are there two (2) separate 20 amp small appliance circuits for the countertop only per the CEC?

Note: No other built-in appliance is allowed (i.e. dishwasher, disposal, lights, kitchen hood).

☐ Yes ☐ No

Comments: _____

b. Are the receptacles on the countertop spaced at 4' on center and within 24" of the kitchen sink?

☐ Yes ☐

No

Comments: _____

c. Are the kitchen countertop receptacles installed on counter spaces 12" or wider?

☐ Yes ☐ No

Comments: _____

d. Are there receptacles on a kitchen island installed per the CEC?

☐ Yes ☐ No

Comments: _____

e. Are receptacles installed on a kitchen peninsula 24" or longer per the CEC?

☐ Yes ☐ No

Comments: _____

f. Are all receptacles serving the kitchen countertop GFCI protected?

☐ 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

Comments: _____

i. Is the main kitchen lighting fluorescent lighting per the CEC?

☐ Yes ☐ No

Comments: _____

j. Is there an electric cooktop?

☐ Yes ☐ No

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

Comments: _____

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

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

Comments: _____

Kitchen corrections required:

2) Living Area:

a. Is the arc fault circuit a 15 amp or 20 amp circuit? ☐ Yes ☐ No

Comments: _____

b. Is no point along a usable wall more than 6' from a receptacle or 12' on center?

☐ Yes ☐ No

Comments: _____

c. Are receptacles located on a wall that is 24" or wider? ☐ Yes ☐ No

Comments: _____

d. Does the ceiling fan have a junction box in the ceiling that can support the fan?

☐ Yes ☐ No ☐ N/A

Comments: _____

e. Is the light in the living area controlled by a dimmer or motion switch per the CEC?

☐ Yes ☐ No ☐ N/A

Comments: _____

f. What is the gauge of wire for the lighting circuit(s)? ☐ 15 amp ☐ 20 amp

Comments: _____

Living area corrections required:

3) Hallways:

a. Does the hallway 10' or more have a minimum of one receptacle? ☐ Yes ☐ No ☐ N/A

Comments: _____

b. Does the light switch have a three-way control? (210.70) ☐ Yes ☐ No ☐ N/A

Comments: _____

Hallway corrections required:

4) Bedrooms:

a. Are all receptacles in bedrooms arc fault 15 amp or 20 amp? ☐ Yes ☐ No

Comments: _____

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

☐ Yes ☐ No

Comments: _____

c. Are receptacles located on a wall that is 24" or wider? ☐ Yes ☐ No

Comments: _____

d. Are the bedroom receptacles, lights and smoke detectors protected by combination arc fault circuit interrupters? ☐ Yes ☐ No

Comments: _____

e. Lighting inside clothes closets must meet clearance to shelves.

Is surface-mounted incandescent lighting a minimum of 12" horizontal distance to shelf?

☐ Yes ☐ No

Is surface-mounted fluorescent lighting a minimum of 6" horizontal distance to shelf?

☐ Yes ☐ No

Is recessed incandescent and fluorescent lighting in ceiling greater than 6" to shelf?

☐ 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. Is the smoke detector hardwired with battery backup and interconnected to other smoke detectors? ☐ Yes ☐ No

Comments: _____

h. Are carbon monoxide detectors located outside bedrooms and on each floor of the residence? ☐ Yes ☐ No

Comments: _____

Bedroom corrections required: _____

5) Bathrooms:

a. Is the bathroom branch circuit a 20 amp circuit? ☐ Yes ☐ No

Comments: _____

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

Comments: _____

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

Comments: _____

d. Does the bathroom outlet serve any other receptacles beyond the bathroom? ☐ Yes ☐ No

Comments: _____

e. Has pendant or track lighting been installed above the bathtub or shower? ☐ Yes ☐ No

Comments: _____

f. Are the lights above the bathtub and shower listed for damp locations? ☐ 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 the laundry room branch circuit an arc fault 20 amp circuit ☐ Yes ☐ No

Comments: _____

b. Is the laundry room branch circuit serving any other outlets (i.e. lights, fans, etc) ☐ Yes ☐ No

Comments: _____

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

Comments: _____

d. Is the fan or light combination in the ceiling junction box sealed? ☐ Yes ☐ No
Are wire nuts used to make the connection? ☐ Yes ☐ No

Comments: _____

e. Does the electric dryer have 220 volt, 30 amp and #10 wire? ☐ Yes ☐ No

Comments: _____

f. 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. Are the wire conductors in open framing within a carport or garage subject to physical damage? ☐ Yes ☐ No

Comments: _____

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

Comments: _____

c. Is there a light in the carport or garage? ☐ Yes ☐ No

Comments: _____

d. Is there a light on 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. Do the exterior lights have a junction box in the wall? ☐ Yes ☐ No

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

Comments: _____

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

Comments: _____

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

Comments: _____

f. Is there any non-metallic sheath wire running on the exterior? ☐ Yes ☐ No

Comments: _____

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

Comments: _____

Exterior corrections required:

9) Feeder Panels:

a. Provide size is the feeder wire? _____

b. Provide conductor size _____ and breaker size _____

Comments: _____

c. Where is the feeder panel located? _____

Comments: _____

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

Comments: _____

e. Do the wires entering the feeder panel have wire clamps or bushing restraints installed?

☐ Yes ☐ No

Comments: _____

e. Provide number of circuits for this project in the feeder panel _____

Comments: _____

f. Are there any wires that are double-lugged under the breakers or neutral buss?

☐ Yes ☐ No

Comments: _____

g. Are there any unused openings in the dead front of the feeder panel? ☐ Yes ☐ No

Comments: _____

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

Comments: _____

i. Are the neutral and grounds located on the same bus bar? ☐ Yes ☐ No

Comments: _____

Feeder panel corrections required:

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.

Contractor's Name

Contractor's Signature (or representative)

Contractor's License Number

Date of Inspection

Application: _____

Owner: _____



BUILDING DIVISION
COMMUNITY DEVELOPMENT SERVICES

COUNTY OF HUMBOLDT
3015 H STREET EUREKA, CA 95501-4484
PHONE (707) 445-7245 FAX (707) 445-7446

RESIDENTIAL AS-BUILT MECHANICAL CERTIFICATION

**IN ACCORDANCE WITH THE CURRENT EDITION OF THE
CALIFORNIA MECHANICAL CODE (CMC)**

TO BE COMPLETED BY A CALIFORNIA LICENSED MECHANICAL CONTRACTOR

REPORT

1) Environmental air ducts:

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

Comments: _____

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

Comments: _____

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

Comments: _____

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

Comments: _____

e. Are dryer ducts connected with fasteners that will not obstruct air flow? ☐ Yes ☐ No

No

Comments: _____

f. Is 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 of 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 the crawl space, is there eighteen inches (18") of vertical clearance under the ducts? ☐ Yes ☐ No

Comments: _____

3) Appliances:

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

Comments: _____

b. Are appliances installed per the CMC? ☐ 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 combustibles on appliances and flues/chimneys met per the CMC? ☐ Yes ☐ No

Comments: _____

g. Where appliances are subject to mechanical damage, are they installed behind protective barriers per the CMC? ☐ Yes ☐ No

Comments: _____

h. 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.

Contractor's Name

Contractor's Signature (or representative)

Contractor's License Number

Date of Inspection

Application: _____ Owner: _____



BUILDING DIVISION
COMMUNITY DEVELOPMENT SERVICES

COUNTY OF HUMBOLDT
3015 H STREET EUREKA, CA 95501-4484
PHONE (707) 445-7245 FAX (707) 445-7446

RESIDENTIAL AS-BUILT PLUMBING CERTIFICATION

**IN ACCORDANCE WITH THE CURRENT EDITION OF THE
CALIFORNIA PLUMBING CODE (CPC)**

TO BE COMPLETED BY A CALIFORNIA LICENSED PLUMBING CONTRACTOR

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: _____

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 heater and/or FAU approved by the CPC for this installation? ☐ Yes ☐ No

No

Comments: _____

b. Is water heater and/or FAU installed per the CPC ? ☐ 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 pumbing 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.

Contractor's Name

Contractor's Signature (or representative)

Contractor's License Number

Date of Inspection



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

3015 H STREET EUREKA CA 95501 FAX: (707) 445-7446 PHONE: (707) 445-7245
<http://www.co.humboldt.ca.us/planning/>

SAFE HOME PROGRAM

Insulation Standards for the Safe Home Program

During the period of the Safe Home Program, the following two options are available in order to show compliance with the Energy Standards:

- Option 1: Structures or additions will be shown to comply with the current California Energy Code; or
- Option 2: Structures or additions will be shown to comply with the Energy Regulations that were in effect at the time of construction. You can go to www.energy.ca.gov/title24/standards_archive for historical energy code information. Note: The year of construction must be substantiated.

Either option may be used on standard building permits or alternative owner-builder (Modified Limited Density Owner-Built Rural Dwelling) permits.

Attachment 3

Safe Homes Alternative Owner Builder (AOB) Permit Process



**COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION**

3015 H STREET EUREKA CA 95501 FAX: (707) 445-7446 PHONE: (707) 445-7245
<http://www.co.humboldt.ca.us/planning/>

**The County of Humboldt
is pleased to announce the

SAFE HOME PROGRAM**

**Do you have unpermitted residential, residential accessory
structures or additions thereto on your property?**

**If the answer is yes, you now have an opportunity to permit
those structures and avoid penalty fees.**

**Between _____ and _____, the
Humboldt County Planning and Building Department and the
Humboldt County Division of Environmental Health
will waive penalty fees associated with construction
permits.**

(All customary permit fees will apply during this program.)



For additional information and submittal requirements contact:
Humboldt County Building Inspection Division 707-445-7245
Humboldt County Planning Division 707-445-7541
Humboldt County Division of Environmental Health 707-445-6215



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

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Step-by-Step Guidelines for As-Built Permit Applications
Standard Building Permits

1. Determine which residential, residential accessory structures or additions thereto 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. If your parcel does not have service(s) provided by a Community Services District (water or sewer) and if the structure(s) being permitted are for the principal use of the property owner, you may qualify for the Alternative Owner Builder permit. (Refer to Modified Limited Density Owner-Built Dwelling Regulations.)
5. 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.
6. 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.

7. 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.
8. 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.
9. 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, Community Service Districts, California Department of Fish and Wildlife, United States Fish and Wildlife, Northcoast Air Quality Management District, California Department of Forestry and Fire Protection, etc.
10. 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 collected at the time your permit is issued.
11. 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.



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COUNTY OF HUMBOLDT
SAFE HOME PROGRAM

Purpose: The Humboldt County Board of Supervisors approved a penalty relief program that will run from October 25, 2017 through December 31, 2022. This program will provide property owners the opportunity to voluntarily disclose undocumented and unpermitted construction or resolve documented unpermitted construction and avoid mandatory investigation and penalty fees for permits obtained to correct unpermitted construction.

Program parameters:

- This program will begin on October 25, 2017 and end on December 31, 2022.
- During this period, no investigation fees, code compliance fees or other associated penalties will apply to any qualified application.
- This program will provide a “no jeopardy” opportunity to discuss your project with the Building Division, Planning Division and the Division of Environmental Health. No record will be maintained of your inquiry if you decide not to apply for a permit.
- This program has been approved to permit violations related to residential structures and residential accessory structures.
- If a permit is submitted under this program, all applicable codes currently in effect will apply except for the energy standards and some provisions of the County Code. All normal permit and development fees will apply; the program waives only the penalty fees.
- This program applies to non-permitted construction that existed prior to the effective date of this ordinance.
- Staff costs associated with case files for existing violations are not waived with this program.

Frequently asked questions:

- Q.** How can I find out if there has been undocumented or unpermitted construction on my home?
- A.** There are several avenues that property owners may follow. Property owners may be made aware of unpermitted construction from a disclosure statement when they purchased the property. Another possibility is a termite report that identifies non-permitted construction. Property owners may already be aware of improvements they completed on their own or had a contractor complete.
- Q.** Does it matter when the structure was built?
- A.** Yes. 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. Be sure to provide a copy of this information when applying for your permit.
- Q.** What is a “self-disclosed” violation?
- A.** A “self-disclosed” violation means there is no recorded violation and a permit application is submitted to address the unpermitted construction.

- Q. What is a “violation of record”?
- A. A “violation of record” is a verified violation of State and County codes that has been documented in the County database and a notice of violation has been sent that identifies the violation.
- Q. Will the program apply to related permits such as residential septic replacement systems or zoning permits required to address secondary dwelling units?
- A. If the septic system serves an approved, or soon to be approved, residential use, the answer is yes. Installation of a residential septic system serving an unlawful structure not being addressed by this program may not qualify. Zoning permits to address residential uses will qualify under this program.
- Q. Is there any discussion regarding expansion of the program to include commercial structures or uses?
- A. No. The program is limited to residential, residential accessory structures or additions thereto.
- Q. Will the program apply to projects currently under construction?
- A. Yes. Any residential project initiated or completed without the required permits are eligible to be permitted under this program. However, no refunds of previously paid penalty fees will be granted.
- Q. How long will permits issued under this program be valid?
- A. Permits issued under this program, as with all other permits, will remain valid until project completion as long as required inspections are scheduled at least once every six months for work performed towards completion of the project. A one-time six-month extension may be granted in lieu of the required inspection.
- Q. Will I have to expose concealed construction during the inspection process?
- A. All work must be inspected for conformance to applicable codes. In the event that it is not possible to expose the construction elements, licensed professionals must certify that the work conforms to applicable codes.



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

3015 H Street Eureka CA 95501 Fax: (707) 445-7446 Phone: (707) 445-7245
<http://www.co.humboldt.ca.us/planning>

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.



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

3015 H STREET EUREKA CA 95501
PHONE: (707) 445-7245 FAX: (707) 445-7446

Construction Plan Checklist

You will be asked to pay a deposit toward your plan check fee when you submit your construction plans. In order to process your plan check as quickly as possible, it is important that you submit a complete application package. Please use the following checklist as a guide; sign and submit this form with your plans.

- ☐ Residential – (2) TWO sets of construction plans
- ☐ Commercial – (3) THREE sets of construction plans stamped by a licensed engineer or architect

Included in your construction plans:

- ☐ Foundation detail
- ☐ Foundation plan
- ☐ Floor plan
- ☐ Framing plan
- ☐ Elevations
- ☐ Location of plumbing fixtures
- ☐ Location of heating system
- ☐ Electrical layout
- ☐ Owner's name and assessor's parcel number on each sheet of plans
- ☐ Documentation showing compliance to the California energy requirements (Title 24)
- ☐ **All engineering must be incorporated into the building plans**

Additional information accompanying your plans:

- ☐ **15** copies of your plot plan drawn to standards of the plot plan checklist
- ☐ Two copies of a soils report that complies with 2010 CBC, if required for your project
- ☐ **Four** copies of sprinkler system layout, calculations, and hydrant test, if required for your project
- ☐ Two copies of the truss design if a manufactured truss system is being used (wet signatures required)
- ☐ One additional scale copy of the floor plan for the assessor's office
(required by State Bill 493, the Boatwright Bill)

Reminder:

- If the plans are prepared by a licensed engineer or architect, have the plans been signed? Copies of signatures are not acceptable
- Details of engineering shall be shown on plans
- Each sheet of the plans must be numbered

I understand that once my plans have been reviewed, the plan check fee is non-refundable even if I cancel my project or it is denied during the Planning permit process.

Signature _____

Date _____



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
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R2 Report Waiver

During the effective date of The Safe Home Program an R2 report, (Soils or Geologic Report) will not be required for existing non-permitted structures providing that the only issue is slope instability due to the slope being over 15% or the site being located in a Slope Stability Zone 2 or 3 and we receive certification from a Registered Geotechnical or Civil Engineer or Registered Geologist that the area of the development appears stable in their Professional opinion. The certification must also include a statement that contains the following: Based upon my review of the site and surrounding terrain, I feel that no further investigation or consultation is warranted.

Note: A R2 Report may be required when other concerns need to be addressed per Section 332-1 of the Humboldt County Code.

332-1. Soils Reports for Building Permits.

The Building Department shall review each building permit application and require a soil or geologic report prepared in the manner required in this chapter and the County geologic hazard development regulations (Chapter 6 of these regulations) when the proposed building site and improvements including, but not limited to, driveways or access roads are in a location that may have mudslide hazards, or when such a building site is on land composed of filled areas, on marsh land, on land which has an average slope of fifteen percent (15%) or more, and when said Building Department has reason to believe that the proposed building site contains expansive soils or other soil problems which, if not corrected, might lead to structural defects in buildings proposed to be constructed upon said proposed building site.

Soil or geologic reports shall be prepared by a qualified professional (i.e. Registered Geotechnical Engineer, Registered Geologist, Civil Engineer, and Certified Engineering Geologist) who is registered in the State and qualified in geology and soils engineering. The soil or geologic report shall recommend corrective action which is likely to prevent structural damage to each building or structure, including driveways and access roads, proposed to be constructed and which will not aggravate the existing hazard.

PLOT PLAN CHECKLIST

SUBMITTAL REQUIREMENTS

- ⇒ **Submit ten (10) copies of a complete plot plan. Submit one (1) copy no larger than 11" x 17" size. See attached example.**
- ⇒ All plot plans must be copies; no original drawings will be accepted.
- ⇒ Plot plans must be on paper no smaller in size than 8½" x 11".
- ⇒ Respond to each item below. **If items do not pertain to your project, state so on the plot plan.**

INFORMATION TO BE SHOWN ON ALL PLOT PLANS

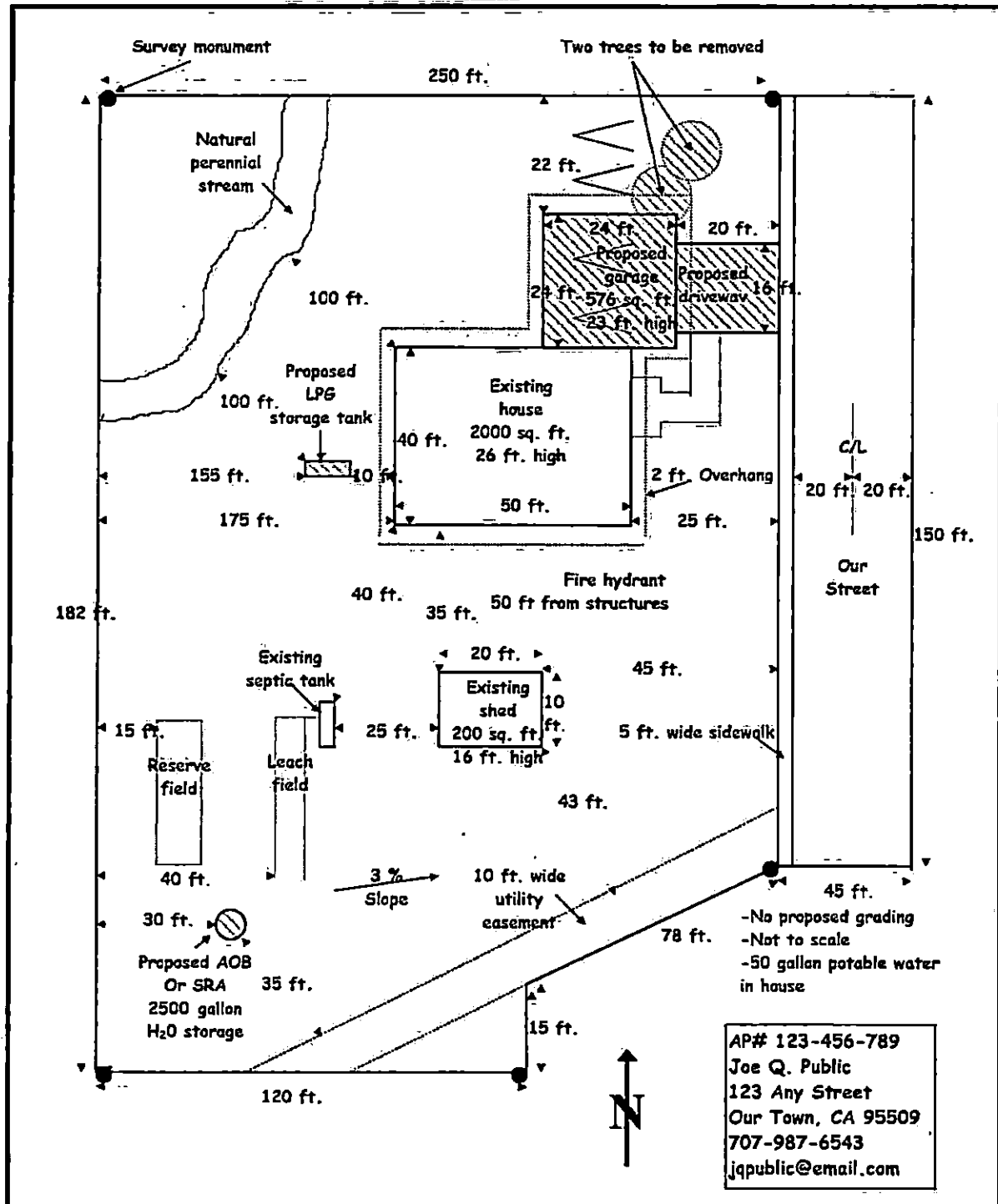
- ☐ Assessor's parcel number, applicant's and owner's name, address and phone number.
- ☐ Detailed written directions or a vicinity map from the nearest public road to the parcel (on or attached to the plot plan).
- ☐ The subject parcel (show entire parcel with dimensions and the location of survey monuments).
- ☐ North arrow and scale (or state "Not To Scale").
- ☐ 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).
- ☐ Location and width of all existing and proposed easements of record (indicate whether utility or egress easement).
- ☐ Direction and percent of gradient for all slopes.
- ☐ Show location of all perennial & intermittent water courses (rivers, creeks, etc.) Show setback from edge of transitional line, property lines & structures.
- ☐ Show location of all man made or natural ponds and/or wetland areas, show distance (setbacks) from these features, structures & property lines.

EXISTING AND PROPOSED IMPROVEMENTS TO BE SHOWN ON PLOT PLAN

- ☐ Show the location of all improvements, identify use & label as "existing" and/or "proposed" with dimensions and distance (setbacks) to property lines and structures.
- ☐ Structures and buildings (include floor area, height, existing/proposed use, show distance between structures, projections and dimensions of porches (covered or uncovered), roof overhangs & other architectural features extending from structures).
- ☐ Septic tanks and leachfields (label primary and reserve areas, show distance to structures and property lines).
- ☐ Show location of on-site water sources (label public or private)
- ☐ Show AOB/SRA water storage facilities, identify gallon capacity (2500 gallons firefighting and 50 gallons potable) and location of hydrant (show setbacks)
- ☐ Driveways, turnouts and turnaround areas (indicate width, percent of gradient, and type of roadway surface, include any required SRA turnouts; label as existing or proposed)
- ☐ Driveway and off street parking spaces (show individual parking spaces, including any required ADA parking and ramps. If commercial project, show loading zone)
- ☐ Any required curbs, sidewalks and gutters.
- ☐ Trees to be removed.
- ☐ Proposed grading and fill (estimate volume in cubic yards).
- ☐ Propane or kerosene storage tanks.

PLOT PLAN (EXAMPLE ONLY)

Directions to site:
Hwy 00 to Public Road
North on Public Road to Any Street



Application: _____

Owner: _____



BUILDING DIVISION
COMMUNITY DEVELOPMENT SERVICES

COUNTY OF HUMBOLDT
3015 H STREET EUREKA, CA 95501-4484
PHONE (707) 445-7245 FAX (707) 445-7446

RESIDENTIAL AS-BUILT ELECTRICAL CERTIFICATION

**IN ACCORDANCE WITH THE CURRENT EDITION OF THE
CALIFORNIA ELECTRICAL CODE (CEC)**

**TO BE COMPLETED BY A CALIFORNIA LICENSED ELECTRICAL CONTRACTOR
REPORT**

1) Kitchen:

a. Are there two (2) separate 20 amp small appliance circuits for the countertop only per the CEC?

Note: No other built-in appliance is allowed (i.e. dishwasher, disposal, lights, kitchen hood).

☐ Yes ☐ No

Comments: _____

b. Are the receptacles on the countertop spaced at 4' on center and within 24" of the kitchen sink?

☐ Yes ☐ No

No

Comments: _____

c. Are the kitchen countertop receptacles installed on counter spaces 12" or wider?

☐ Yes ☐ No

Comments: _____

d. Are there receptacles on a kitchen island installed per the CEC?

☐ Yes ☐ No

Comments: _____

e. Are receptacles installed on a kitchen peninsula 24" or longer per the CEC?

☐ Yes ☐ No

Comments: _____

f. Are all receptacles serving the kitchen countertop GFCI protected?

☐ 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

Comments: _____

i. Is the main kitchen lighting fluorescent lighting per the CEC?

☐ Yes ☐ No

Comments: _____

j. Is there an electric cooktop?

☐ Yes ☐ No

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

Comments: _____

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

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

Comments: _____

Kitchen corrections required:

2) Living Area:

a. Is the arc fault circuit a 15 amp or 20 amp circuit? ☐ Yes ☐ No

Comments: _____

b. Is no point along a usable wall more than 6' from a receptacle or 12' on center?

☐ Yes ☐ No

Comments: _____

c. Are receptacles located on a wall that is 24" or wider? ☐ Yes ☐ No

Comments: _____

d. Does the ceiling fan have a junction box in the ceiling that can support the fan?

☐ Yes ☐ No ☐ N/A

Comments: _____

e. Is the light in the living area controlled by a dimmer or motion switch per the CEC?

☐ Yes ☐ No ☐ N/A

Comments: _____

f. What is the gauge of wire for the lighting circuit(s)? ☐ 15 amp ☐ 20 amp

Comments: _____

Living area corrections required:

3) Hallways:

a. Does the hallway 10' or more have a minimum of one receptacle? ☐ Yes ☐ No ☐ N/A

Comments: _____

b. Does the light switch have a three-way control? (210.70) ☐ Yes ☐ No ☐ N/A

Comments: _____

Hallway corrections required:

4) Bedrooms:

a. Are all receptacles in bedrooms arc fault 15 amp or 20 amp? ☐ Yes ☐ No

Comments: _____

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

☐ Yes ☐ No

Comments: _____

c. Are receptacles located on a wall that is 24" or wider? ☐ Yes ☐ No

Comments: _____

d. Are the bedroom receptacles, lights and smoke detectors protected by combination arc fault circuit interrupters? ☐ Yes ☐ No

Comments: _____

e. Lighting inside clothes closets must meet clearance to shelves.

Is surface-mounted incandescent lighting a minimum of 12" horizontal distance to shelf?

☐ Yes ☐ No

Is surface-mounted fluorescent lighting a minimum of 6" horizontal distance to shelf?

☐ Yes ☐ No

Is recessed incandescent and fluorescent lighting in ceiling greater than 6" to shelf?

☐ 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. Is the smoke detector hardwired with battery backup and interconnected to other smoke detectors? ☐ Yes ☐ No

Comments: _____

h. Are carbon monoxide detectors located outside bedrooms and on each floor of the residence? ☐ Yes ☐ No

Comments: _____

Bedroom corrections required:

5) Bathrooms:

a. Is the bathroom branch circuit a 20 amp circuit? ☐ Yes ☐ No

Comments: _____

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

Comments: _____

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

Comments: _____

d. Does the bathroom outlet serve any other receptacles beyond the bathroom? ☐ Yes ☐ No

Comments: _____

e. Has pendant or track lighting been installed above the bathtub or shower? ☐ Yes ☐ No

Comments: _____

f. Are the lights above the bathtub and shower listed for damp locations? ☐ 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 the laundry room branch circuit an arc fault 20 amp circuit ☐ Yes ☐ No

Comments: _____

b. Is the laundry room branch circuit serving any other outlets (i.e. lights, fans, etc)

☐ Yes ☐ No

Comments: _____

c. Are the receptacles in the laundry room within 6' of the utility sink GFI protected?

☐ Yes ☐ No

Comments: _____

d. Is the fan or light combination in the ceiling junction box sealed? ☐ Yes ☐ No

Are wire nuts used to make the connection? ☐ Yes ☐ No

Comments: _____

e. Does the electric dryer have 220 volt, 30 amp and #10 wire? ☐ Yes ☐ No

Comments: _____

f. 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. Are the wire conductors in open framing within a carport or garage subject to physical damage? ☐ Yes ☐ No

Comments: _____

b. Are all receptacles located in a carport or garage protected by a GFCI device?

☐ Yes ☐ No

Comments: _____

c. Is there a light in the carport or garage? ☐ Yes ☐ No

Comments: _____

d. Is there a light on 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. Do the exterior lights have a junction box in the wall? ☐ Yes ☐ No

Comments: _____

c. Is there a light on the outside near each exterior door with a wall switch or motion sensor?

☐ Yes ☐ No

Comments: _____

d. Are there exterior receptacles located in the front and rear of the residence?

☐ Yes ☐ No

Comments: _____

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

Comments: _____

f. Is there any non-metallic sheath wire running on the exterior? ☐ Yes ☐ No

Comments: _____

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

Comments: _____

Exterior corrections required:

9) Feeder Panels:

a. Provide size is the feeder wire? _____

b. Provide conductor size _____ and breaker size _____

Comments: _____

c. Where is the feeder panel located? _____

Comments: _____

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

Comments: _____

e. Do the wires entering the feeder panel have wire clamps or bushing restraints installed?

☐ Yes ☐ No

Comments: _____

e. Provide number of circuits for this project in the feeder panel _____

Comments: _____

f. Are there any wires that are double-lugged under the breakers or neutral buss?

☐ Yes ☐ No

Comments: _____

g. Are there any unused openings in the dead front of the feeder panel? ☐ Yes ☐ No

Comments: _____

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

Comments: _____

i. Are the neutral and grounds located on the same bus bar? ☐ Yes ☐ No

Comments: _____

Feeder panel corrections required:

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.

Contractor's Name

Contractor's Signature (or representative)

Contractor's License Number

Date of Inspection

Application: _____

Owner: _____



BUILDING DIVISION
COMMUNITY DEVELOPMENT SERVICES

COUNTY OF HUMBOLDT
3015 H STREET EUREKA, CA 95501-4484
PHONE (707) 445-7245 FAX (707) 445-7446

RESIDENTIAL AS-BUILT MECHANICAL CERTIFICATION

**IN ACCORDANCE WITH THE CURRENT EDITION OF THE
CALIFORNIA MECHANICAL CODE (CMC)**

TO BE COMPLETED BY A CALIFORNIA LICENSED MECHANICAL CONTRACTOR

REPORT

1) Environmental air ducts:

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

Comments: _____

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

Comments: _____

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

Comments: _____

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

Comments: _____

e. Are dryer ducts connected with fasteners that will not obstruct air flow? ☐ Yes ☐ No

No

Comments: _____

f. Is 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 of 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 the crawl space, is there eighteen inches (18") of vertical clearance under the ducts? ☐ Yes ☐ No

Comments: _____

3) Appliances:

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

Comments: _____

b. Are appliances installed per the CMC? ☐ 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 combustibles on appliances and flues/chimneys met per the CMC?
☐ Yes ☐ No

Comments: _____

g. Where appliances are subject to mechanical damage, are they installed behind protective barriers per the CMC? ☐ Yes ☐ No

Comments: _____

h. 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.

Contractor's Name

Contractor's Signature (or representative)

Contractor's License Number

Date of Inspection

Application: _____ Owner: _____



BUILDING DIVISION
COMMUNITY DEVELOPMENT SERVICES

COUNTY OF HUMBOLDT
3015 H STREET EUREKA, CA 95501-4484
PHONE (707) 445-7245 FAX (707) 445-7446

RESIDENTIAL AS-BUILT PLUMBING CERTIFICATION

**IN ACCORDANCE WITH THE CURRENT EDITION OF THE
CALIFORNIA PLUMBING CODE (CPC)**

TO BE COMPLETED BY A CALIFORNIA LICENSED PLUMBING CONTRACTOR

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: _____

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 heater and/or FAU approved by the CPC for this installation? ☐ Yes ☐ No

No

Comments: _____

b. Is water heater and/or FAU installed per the CPC ? ☐ 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 pumbing 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.

Contractor's Name

Contractor's Signature (or representative)

Contractor's License Number

Date of Inspection



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

3015 H STREET EUREKA CA 95501 FAX: (707) 445-7446 PHONE: (707) 445-7245
<http://www.co.humboldt.ca.us/planning/>

SAFE HOME PROGRAM

Insulation Standards for the Safe Home Program

During the period of the Safe Home Program, the following two options are available in order to show compliance with the Energy Standards:

- Option 1: Structures or additions will be shown to comply with the current California Energy Code; or
- Option 2: Structures or additions will be shown to comply with the Energy Regulations that were in effect at the time of construction. You can go to www.energy.ca.gov/title24/standards_archive for historical energy code information. Note: The year of construction must be substantiated.

Either option may be used on standard building permits or alternative owner-builder (Modified Limited Density Owner-Built Rural Dwelling) permits.

Attachment 4

Division of Environmental Health (DEH) Draft Informational Handouts



Environmental Health
Melissa Martel, Director
100 H Street, Eureka, CA 95501
phone: (707) 445-6215 | fax: (707) 441-5699

Humboldt County Safe Homes Program Frequently Asked Questions

Individuals seeking Division of Environmental Health (DEH) permit approval of a sewage treatment system installed without benefit of permit must first demonstrate that the development which the system serves is permissible through the Planning and Building Department. If development is permissible, the sewage treatment system location and design specifications must be shown to meet current regulatory requirements.

Onsite Wastewater Treatment Systems (OWTS)

- 1. Is soils testing required and do I have to hire a registered engineer?**
Soils testing is required. System design is based, in part, on site specific soil conditions. A Qualified Professional is required to do soils testing, to evaluate and confirm (or propose) system design. Qualified Professional includes Professional Geologist, Registered Civil Engineer, Registered Environmental Health Specialist and Certified Soil Scientist.
- 2. How will I know if the sewage treatment system which was installed can be approved?**
An optional, confidential pre-application office consultation with an Environmental Health Specialist is offered at the rate of \$149.00 per hour in quarter hour increments to help homeowners identify potential challenges to permitting and to aid them in their decision to participate in the program. For a consultation, complete to the best of your ability, the *Confidential Pre-application Consultation* and call (707) 445-6215 or (800) 963-9241 to schedule an appointment. If a homeowner elects to participate in the Safe Homes program, a Qualified Professional must document and describe the existing OWTS and submit a design package to DEH through the Building Inspection Division before the end of the program period.
- 3. Are plastic septic tanks acceptable?**
If the tank is proven to be IAPMO (International Association of Plumbing and Mechanical Officials) certified, and the installation and integrity are confirmed by a Qualified Professional, a plastic tank may be approved.
- 4. What if the septic system does not meet required specifications for the soil conditions in which it was installed?**
It may be possible to enlarge or modify components of an OWTS to bring it into compliance. It is also possible that an existing system cannot be made to meet current requirements. In that case, in order to obtain a permit for an OWTS, a Qualified Professional must propose abandonment of the existing system and a design for one that complies with current requirements.



Waterless Toilet

Composting or Incinerating Toilet

1. What governs permitting of these type toilets?

The Humboldt County Code (HCC) Title VI Div 1 Chapter 5 Experimental Disposal System Program. This part of the Code and the program it establishes are under review. Updates to the Code and the program are expected in 2018 and will be proposed in a public setting before the Board of Supervisors.

2. If I want to get my permit now, how do I get started?

- Read HCC Title VI Div 1 Chapter 5 for current requirements. Graywater systems are no longer part of this program and are governed under Chapter 15 of the 2016 Plumbing Code.
- Request an application and the *Experimental Disposal System Program Information Manual* from the Division of Environmental Health at 707-445-6215 or envhealth@co.humboldt.ca.us.
- Make an appointment to take the EDSP quiz.
- After passing the quiz, submit your application and fee at the Division of Environment Health office.

Pit Privy

1. What governs permitting of these type toilets?

The Humboldt County Code (HCC) Title VI Div 1 Chapter 3 section 613-4. This part of the HCC is under review. Updates to the Code referencing pit privies and other types of waterless toilets are expected in 2018 and will be proposed in a public setting before the Board of Supervisors.

2. If I want to get a permit for my privy, how do I get started?

Demonstrate that the structure which the privy serves is permissible through the Planning and Building Department. Submit site evaluation results prepared by a Qualified Professional to show the privy is located in an area suitable for a conventional septic system and that a suitable reserve area exists. The HCC does not specify that a *permit* is required for a pit privy however its use must be *approved* by DEH (see HCC 611-3). Staff time spent to review such projects will be invoiced per hour at the current hourly program rate: \$149.00.

Water Wells

How do I permit a water well that was constructed without a permit?

A water well constructed without a permit can only receive a permit if an applicant confirms proper construction. This can be done via the Well Driller's Completion Report. It may be possible for a well to be overdrilled and retro-fitted with a proper seal. A C57 licensed well driller should be consulted and can apply to DEH for a permit. Wells constructed prior to the County's February 19, 1973 permit requirement do not require a permit.





Environmental Health
Melissa Martel, Director
100 H Street, Eureka, CA 95501
phone: (707) 445-6215 | fax: (707) 441-5699

Humboldt County Safe Homes Program

Confidential Pre-application Consultation

If you wish to have a confidential consultation with an Environmental Health Specialist about your existing unpermitted sewage treatment system or water well before you apply for a permit, complete the appropriate questions below and call (707) 445-6215 or (800) 963-9241 to schedule an appointment. The charge is \$149.00 per hour in quarter hour increments. Payment will be taken at the time of the consultation by cash, check, or money order. Payment may be made by credit card; transaction fees will apply. Bring this completed form to the consultation.

Onsite Wastewater Treatment (septic) System (OWTS)

1. In what geographical area of Humboldt County is your parcel located?
2. Do you know the location of the OWTS on your parcel?
3. How many structures does it serve?
4. Provide any information you have on the system.
 - a. tank dimensions or volume
 - b. number and length of trenches
 - c. trench type (perforated pipe or chambers) and depth
 - d. other (age of system, operational history)
5. Layout and setbacks: How far away from these is your septic tank/leachfield? (A plot plan showing general layout can be a helpful tool).
 - a. Nearest property line
 - b. Building foundation
 - c. Water courses or wetlands
 - d. Steep slopes, cuts
 - e. Swimming pool
 - f. Well or spring
6. What is the soil type and how deep is groundwater in the vicinity of the OWTS?



A Division of Public Health
phone: (707) 445-6200
fax: (707) 445-6097

DHHS Administration
phone: (707) 441-5400
fax: (707) 441-5412

Waterless Toilet

Composting or Incinerating toilet:

1. Does toilet serve a single family dwelling on owner-occupied property that is not within reach of community sewer?
2. Does the parcel have an existing septic system?
3. If no, how is graywater discharged? How is kitchen sink water discharged?
4. Are you willing to have a Qualified Professional demonstrate that there is area suitable for future installation of a primary and reserve leach field on the parcel?
5. Are you willing to monitor and maintain the toilet and share information (problems, solutions, recommendations) once per year with Environmental Health?
6. Are you willing to have the finished product tested twice annually and submit results to Environmental Health?

Pit Privy:

1. Is the parcel > 2 acres in size, located in a rural area and zoned for residential use?
2. Is the pit covered with a structure that excludes flies and other disease vectors?
3. Is the privy > 50 feet from the nearest property line?
4. Does the parcel have an existing septic system?
5. If no, how is graywater discharged? How is kitchen sink water discharged?
6. Are you willing to have a Qualified Professional demonstrate that there is area suitable for future installation of a primary and reserve leach field in the vicinity of the privy?
7. What is the soil type and how deep is groundwater in the vicinity of the privy?

Water Well

1. Can you provide a Well Completion Report Form (DWR 188)? Year installed: ____
You may request a CA Department of Water Resources search:
http://www.water.ca.gov/groundwater/wells/well_completion_reports.cfm
2. How far is the well from the nearest property line and septic system?

Date: _____ Time in: _____ Time out: _____ Amount due: _____ Staff initials: _____





Environmental Health
Melissa Martel, Director
100 H Street, Eureka, CA 95501
phone: (707) 445-6215 | fax: (707) 441-5699

Humboldt County Safe Homes Program

Instructions for Site Evaluators

for Onsite Wastewater Treatment Systems (OWTS)

The Department of Health and Human Services, Division of Environmental Health (DEH) is participating in the Humboldt County Safe Homes Program. For a limited time, homeowners may choose to bring their existing, unpermitted onsite wastewater treatment (septic) systems into compliance without accruing the normal penalties. Regular permit application fees apply and applications will be reviewed with respect to regulations and policies in effect at the time of application. Please submit your application package in accordance with current requirements. These instructions provide only a summary of the required steps. An optional, pre-application office consultation, with an Environmental Health Specialist to help homeowners understand the scope of their project is offered at the rate of \$ 149.00 per hour, in quarter hour increments. For a consultation, complete to the best of your ability, the *Confidential Pre-application Consultation* and call (707) 445-6215 or (800) 963-9241 to schedule an appointment.

GUIDING PRINCIPLES:

- The goal for this program is to encourage property owners to bring their properties into compliance through the waiving of penalties.
- A Qualified Professional must document and describe the existing OWTS and submit a complete design package to DEH through the Building Inspection Division before the end of the program period. A Qualified Professional includes Professional Geologist, Registered Civil Engineer, Registered Environmental Health Specialist and Certified Soil Scientist.
- Penalties are waived, but systems must comply with all other state and county requirements including payment of standard fees.
- DEH has the final word on whether systems meet current regulation and policies.

STEPS:

1. Discovery of Existing System

Determine what has been installed. Direct field observation and an as-built drawing of the system installation by a Qualified Professional is required. Document the following details of system components:



A Division of Public Health
phone: (707) 445-6200
fax: (707) 445-6097

DHHS Administration
phone: (707) 441-5400
fax: (707) 441-5412

- a. Septic tank: size, construction material, condition, and location.
- b. Distribution: location of distribution box, equal or serial distribution.
- c. Leach lines: number, length, material, width and depth of trenches.

2. Soils and Water Table Evaluation and Description

Professional evaluation and description of soils and water table adjacent to existing primary field, and in identified reserve field. Sites with restrictive conditions will likely require DEH onsite verification of one or more of the following:

- a. Minimum of three hand augers, or one test pit per field.
- b. Hydrometer and/or percolation testing.
- c. Description of soil profiles.
- d. Wet or dry weather testing as needed.

3. Inspections

In lieu of inspections by DEH, Qualified Professional must submit photographic documentation of site and existing system components along with a signed statement certifying system meets required criteria including these verifications:

- a. Existing system is not in failure.
- b. Leach lines are on contour.
- c. Septic tank inlet/outlet are tight.
- d. Effluent filter and septic tank lid risers are present.

If new construction or major modifications are required to bring a system into compliance, DEH will perform construction inspections. It may be possible in some instances for a Qualified Professional to perform, document, and submit those inspection results upon pre-approval from DEH.

4. Design Package

DEH will evaluate the application package in accordance with standard criteria.

- a. Qualified Professional must prepare an application package that meets standard requirements as found in the current version of Humboldt County septic/onsite wastewater regulations.
- b. Normal permit fees must be submitted with application package.
- c. If an existing system does not meet required sizing criteria, an appropriate design for expansion of the system must be submitted.
- d. If an existing system cannot meet current requirements, the design must include abandonment of the existing system and construction of a compliant system.

5. Other Information as Needed

Depending on the location of the property and the site conditions, additional information may be requested by DEH to process a building permit under the Safe Homes Program.



Attachment 5
Planning Division Draft Informational Handouts

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: <ul style="list-style-type: none"> 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