

CZU LIGHTNING COMPLEX FIRES



Phone 831-454-5323
Email RPC@SantaCruzCounty.us

Temporary Housing Permit Application

Only for original property owners and tenants displaced by the fire.

To schedule an appointment, go to rpcappt.timetap.com and choose "Over the Counter Permits"

FOR INSTALLATION OF TEMPORARY HOUSING: Inside Outside the Burn Area

Site of the Proposed Temporary Housing:

APN: _____ Property Owner: _____

Address: _____

Occupant(s) of the Temporary Housing: _____

Site of Damaged/Destroyed Residence (If different from site of proposed Temporary Housing): _____

APN: _____ Address: _____

Details of Proposed Temporary Housing: (Indicate if the temporary accommodation is an RV, Modular Home, Mobile Home, or Tiny Home, and whether it will be on wheels)

PROPERTY OWNER INFORMATION: (for the parcel where the temporary housing will be installed.)

Name: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact #: _____

OTHER CONTACT/APPLICANT: (Complete only if different from either of the above)

Name: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact #: _____



CZU LIGHTNING COMPLEX FIRES



Owner's / Applicant's Signature

Phone 831-454-5323
Email RPC@SantaCruzCounty.Us

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the County of Santa Cruz is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director.

I further certify that I am the owner or purchaser of the property involved in this application, or the manager, lessee, or agent fully authorized by the owner to make this submission, and that proof of such is on file with the Planning Department.

I understand that the County of Santa Cruz has attempted to request everything necessary for an accurate and complete review of my proposal; however, after Planning staff has taken in the application and reviewed it further, it may be necessary to request additional information and clarification.

Signature of Owner or Authorized Agent

Date



CZU LIGHTNING COMPLEX FIRES



Phone 831-454-5323
Email RPC@SantaCruzCounty.Us

Temporary Housing Permit Guidance and Self-Certification

The following items require verification to assure the temporary housing is equipped and maintained to minimum safety standards. Both the property owner and proposed occupant must verify acceptance of and compliance with these provisions by signing below:

- Approval Time Limit.** Temporary Housing Permits for temporary housing that meets zoning setbacks are valid for an initial period of up to three years, with further one-year extensions possible if the rebuild is in process. Temporary Permits for temporary housing that does not meet zoning setbacks, and which is located outside the burn area, are valid for an initial period of six months, unless otherwise indicated, with extensions possible after Planning Department review. Any Temporary Housing Permit will expire once final inspection of the new home is complete.
- Temporary Foundation.** The proposed temporary structure will not be installed on a permanent foundation and can be removed from the site upon expiration of the Temporary Residence Permit
- Discontinuance of Temporary Use.** Upon expiration of the Temporary Housing Permit, the temporary housing is required to vacated, modified back to the original non-habitable condition if that is applicable, and disconnected from all utilities. Structures that do not meet the definition of an RV, and do not have a valid building permit to remain on site permanently, shall be removed from the site. A structure may be retained only if a Building Permit has been issued for the permanent installation of the structure.
- Certification:** “Modular Homes” or “Mobile Homes” must be approved through the California Department of Housing & Community Development (HCD) as a manufactured or factory-built home. For temporary structures that will not be later approved subject to a Building Permit, compliance with the Wildland Urban Interface (WUI) regulations and fire sprinklers are not required.
- Structures and Inspections.** Some temporary housing and other proposed structures and improvements require a building permit.
- Agency Approvals.** This Temporary Housing Permit does not legitimize unpermitted or illegal uses and structures. Permits or approvals may be required by other agencies, including state or federal agencies.
- Additional Conditions.** Based on the description and the site plan for the proposed temporary housing, conditions may be added to the Temporary Housing Permit, if necessary, to protect personal or public safety and welfare. Any such conditions are indicated on this form or are attached.



CZU LIGHTNING COMPLEX FIRES



COUNTY OF SANTA CRUZ
RECOVERY PERMIT CENTER

Phone 831-454-5323

Email RPC@SantaCruzCounty.Us

Acknowledgment, Indemnification, and Release of Liability

PURPOSE

This form must be filled out and submitted prior to the issuance of a temporary permit authorizing recreational vehicles and other types of temporary structures or accommodations on private property in the County of Santa Cruz ("County").

- The Owner(s) and Permittee agrees to indemnify, defend and hold harmless, the County, its agents, departments, employees, officers, volunteers, and all other associates, from and against any and all judgments, awards, actions, in law or in equity, liability, demands or claims for damage to persons or property, fees (including attorneys' fees), costs or losses arising from, or in any manner concerning, the Temporary Permit or any uses of property or activities related thereto.
- The Owner(s) and Permittee is responsible for adhering to federal, state, and local laws with regard to the temporary permit, and the Permittee is responsible for following federal, state and local health guidelines for the CZU August Lightning Fire and the COVID-19 health emergency, including social distancing requirements, and any other applicable laws, regulations, proclamations, and orders.
- The issuance of a permit by the County does not legalize any temporary use or constitute authorization or compliance under any other law, proclamation, or order of a separate government entity.
- The Owner(s) and Permittee hereby acknowledge that following the CZU August Complex Lightning Fires the County of Santa Cruz has not performed a site visit or detailed review of the subject temporary home site to determine the potential for slope instability, erosion, landslides, debris flows, and other geologic, geotechnical or environmental hazards to impact the property. The Owner(s) and/or Permittee further acknowledge that unidentified life safety risks associated with geologic hazards may exist on the site and may be heightened by post-fire terrain conditions. Applicants are strongly encouraged to engage a private geologist to advise them on their site-specific risk due to geologic hazards.
- The Owner(s) and Permittee hereby agree to indemnify, defend, and hold harmless the County of Santa Cruz (which shall include, without limitation, its officers, agents, employees and volunteers) from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which the County may sustain or incur or which may be imposed upon it as a result of, arising out of, or in any manner connected with geologic, geotechnical or environmental hazards on the subject property.

The Owner(s) and Permittee have fully read this Acknowledgment, Indemnification and Release of Liability and understands, acknowledges, and agrees to the above conditions by voluntarily signing below.

I hereby certify that the standard conditions listed above are fully complied with and the temporary housing will be maintained in a safe, usable and functioning condition. This form must be signed by BOTH of the following two parties:

Proposed Occupant / Applicant

Date

Signature of Owner or Authorized Agent

Date



CZU LIGHTNING COMPLEX FIRES



Phone 831-454-5323

Email RPC@SantaCruzCounty.us

Travel Trailers, Recreational Vehicles & Other Temporary Housing

Housing in recreational vehicles (RVs) and other types of temporary structures or accommodations is allowed with approval of an administrative Temporary Housing Permit (THP). THPs can be issued for previously legally developed sites in the burn area that were damaged by the fire, and for legally developed sites that are not in the burn area when the temporary accommodation houses people who were displaced by fire. A THP will not be issued for any vacant parcel or, at least at this time, a parcel that was developed after 1986 without permits, inside or outside the burn area.

The THP can be issued after an expedited review. Fire related temporary housing is not required to meet all current standards that apply to permanent uses or structures. This approach allows temporary or phased occupancy while rebuilding.

REQUIRED CLEARANCES

Before a Temporary Housing Permit is issued, two basic safety clearances must be obtained: Environmental Health Temporary Clearance (addresses water supply and sanitation) and Temporary Geologic Hazard Clearance (addresses potential geologic hazards). Information on required clearances can be found [on our website](#).



TEMPORARY HOUSING PERMIT – BASIC REQUIREMENTS

- There must be a legal residence on the parcel, or the residence that was destroyed must have been built with a permit; and
- There must be an approved source of water, a sewage disposal system, and electricity.

Temporary housing may include, but is not limited to, trailers, recreational vehicles (RVs), tiny homes on wheels, temporary modular structures, storage containers or yurts that are modified to meet building code standards for habitability, and similar configurations, as well as existing legal structures that have not previously been habitable. Basic habitability, safety and housing standards must be met by any type of proposed accommodation or structure. For more information on habitability requirements contact rpc@santacruzcounty.com.

Number of RVs or Temporary Accommodations or Structures:

Generally, one (1) temporary housing unit is allowed to replace each residence that was damaged or destroyed. On a case-by-case basis, additional units may be permitted where there is a demonstrated need, and all units can be adequately served by utilities.



TEMPORARY HOUSING PERMIT – BASIC REQUIREMENTS (CONT.)

Time Limitation: Temporary Permits are valid for an initial period up to three years unless otherwise specified, with further one-year extensions possible if the rebuild is in process. Where an RV is located outside the burn area, parked in a driveway, and it encroaches into required setbacks, it may be approved for up to six months, with extensions available on a case-by-case basis. For temporary housing on parcels located outside of the burn area, proof will be required that the structure is inhabited by people displaced by the fire who are in the process of reconstruction. The Temporary Permit will expire once final inspection of the new home is complete.

LOCATION OF TEMPORARY STRUCTURES

Inside the Burn Area: Temporary housing shall be located outside the boundaries of any recorded easements, but may be located within zoning ordinance setback areas, other than riparian (creekside) setbacks, if such placement of the temporary housing is necessary to allow for unobstructed reconstruction on the site.

Outside of the Burn Area: Temporary housing that will be in place more than 6 months must be installed within the property boundaries and outside of any front, rear, or side yard setbacks. Please verify that the setbacks for the subject parcel are shown on the plot plan submitted with your application and are consistent with the zone district. Temporary housing cannot encroach on any existing drainage, utility or access easements and shall avoid septic and leach field areas and other site constraints. EXCEPTION: If no other suitable location exists, short-term occupancy (up to 6 months) of RVs and trailers parked on existing driveways and parking areas, located within setbacks, is allowed, with extensions available on a case-by-case basis.

To determine setbacks [call or visit the RPC at 831-454-5323](tel:831-454-5323) or email rpc@santacruzcounty.com.

Other Siting and Sewage Connection Considerations: Temporary residential structures must be placed on level areas. Work to create a level area or to create new access to a may require a grading permit. Construction of retaining walls to create a level area requires a building permit and a soil report review.

STANDARDS

Temporary accommodations cannot be on a permanent foundation and must be removed after expiration of the Temporary Permit. Issuance of a Temporary Permit shall not be interpreted as an indication that permanent permitted status will be achieved in the future.

“Modular Homes” must be approved through the California Department of Housing & Community Development (HCD) as a manufactured or factory-built home. “Tiny Homes” and other structures must meet the requirements and be certified by the appropriate State Agency as a Manufactured

CZU LIGHTNING COMPLEX FIRES



COUNTY OF SANTA CRUZ
RECOVERY PERMIT CENTER

Phone 831-454-5323

Email RPC@SantaCruzCounty.Us

Home ("MH"), Factory-Built Housing ("FBH"), Recreational Vehicle ("RV"), Park Trailer ("PT"), Camping Cabin ("CC"), or meet and be reviewed and inspected for compliance, with the California Residential Code or California Building Code (CRC or CBC).

ADUs: Manufactured homes, modular homes, and some tiny homes may be able to be approved as either the primary living unit or an Accessory Dwelling Unit (ADU). Note that ADUs have size limitations and standards that must be met. For fire recovery an ADU can be constructed before the replacement home. For more information on ADUs please refer the Planning Department website under the link [Accessory Dwelling Units](#). If the structure is proposed to remain, located either within or outside the burn areas, a Building Permit will be required consistent with the standard application process.

Note: Occupancy of structures that have sustained partial damage in the recent fire, as well as occupancy of a portion of a replacement dwelling before it is completed, may be able to qualify for a Temporary Occupancy Permit (TOP). Under the California Building Code, temporary occupancy may be approved if the Building Official can make the required safety finding. For more information on habitability requirements for structures contact: rpc@santacruzcounty.com.

ALL TEMPORARY RESIDENTIAL STRUCTURES, INCLUDING RVs AND TRAILERS, MUST HAVE WORKING SMOKE AND CARBON MONOXIDE DETECTORS.

UTILITY CONNECTIONS

Inside the Burn Area: All temporary residential structures or accommodations shall be connected to utilities in accordance with the following criteria:

A water source meeting one of the following criteria:

1. Public water supply (contact the appropriate water agency for requirements).
2. Existing well that has been approved by the County Environmental Health.
3. Other water source approved by the County Environmental Health.

An approved sewage disposal system meeting one of the following criteria:

1. Public sewer system, (contact the County Sanitation Department at dpw.lateralprogram@santacruzcounty.us).
2. Existing on-site sewage disposal (septic) system that has been approved by the County and determined by Environmental Health to be intact, adequately sized, and functioning following the disaster. Sewage connections should be made to allow for gravity flow to disposal location, otherwise a grinder pump will be required. Connections to septic tanks shall be made at the inlet end. A Plumbing Permit is required for the P-Trap connection, OR
3. Other method of sewage disposal approved by the County Environmental Health.



CZU LIGHTNING COMPLEX FIRES



Phone 831-454-5323
Email RPC@SantaCruzCounty.Us

UTILITY CONNECTIONS (CONT.)

An approved source of electricity, such as a permitted Temporary Power Pole hooked-up to the utility (PG&E) or another power source approved by the County Building Official or Planning Director. Use of generators is prohibited as a source of energy. Limited periods of generator use to periodically supplement batteries where adequately sized solar is the primary energy source may be allowed on a case-by-case basis.

Outside the Burn Area: Water and electricity may be obtained directly from the existing development on the parcel and occupants may use existing bathroom facilities. Separate connections are not allowed. Self-contained recreational vehicles (RVs) located on existing developed parcels that are served by public sewer are required to discharge waste at an authorized dump station.

NOTE: The use of extension cords to power a temporary living space such as an RV is not recommended. For extended stays, hard wiring should be in place. Extension cords are designed to power equipment on a day to day basis and are not sunlight resistant. It is therefore recommended that a permit be obtained for a more permanent wiring method. This method should include but is not limited to underground conduit with the proper size and type of wire, a permanent plug, and a watertight enclosure.

For parcels not served by a public sewer, the temporary residential structure shall be connected to the septic system or other approved arrangement in accordance with Environmental Health regulations.

TEMPORARY STORAGE

Temporary and removable storage structures, such as shipping containers or other commercially rentable structures, may be installed on any parcel within the burn area for the storage of goods during the reconstruction of destroyed structures and are subject to the same location requirements as for temporary residential structures. No permit will be issued for temporary storage structures until Phase 1 Debris Removal is complete.

ASSOCIATED PERMITS

Over-the-Counter Electrical and Plumbing Permits are required for temporary power and for connections to the septic system ("P-Trap" installation) – issued by the RPC These permits will be combined with your THP process.

P-Trap Applicability: A "P-Trap" is a plumbing fixture that, when connected to a toilet in an RV, tiny home, or other type of accessory structure, stops sewer or septic gases from passing into the living space. A "P- Trap" shall be installed on all toilets that are connected to septic or sewer.



CZU LIGHTNING COMPLEX FIRES



Phone 831-454-5323
Email RPC@SantaCruzCounty.Us

Temporary Housing Permit Application Checklist

Application Form

- Temporary Housing Permit Application Form
- Temporary Power Pole Agreement Form
- EH Temporary Accommodation Clearance Form
- Temporary Geologic Hazard Clearance Form

Site Plan Provide a Detailed site plan of the parcel to include the following information:

- Location of the temporary trailer with dimensions to the property line, setbacks from all structures, streams, streets, wastewater tanks and leach lines, well or springs.
- If within the burn area, demonstrated that the trailer will be outside the location of the proposed replacement dwelling and the access to the burn zone cleanup area.
- Location of all utilities and connections to the temporary housing.

Temporary Geologic Hazard Clearance

Environmental Health Temporary Housing Clearance Required for lots served by septic systems and wells or small water systems. Note required for lots outside the burn area that are on sewer. (\$183.00)

Temporary Trailer tie-down system If the unit is a Modular Home, Mobile Home, or any unit that is not on wheels, please provide copies of HCD approval and HCD-approved tie-down system.

Details of all proposed utility connections including the location of the septic/sewer connection, and detail of trench and power pole connections.

- Check if Temporary Housing will be connected to a septic system.
- Check if a temporary power pole permit is requested as a part of this application.

Signatures of both property owner and temporary occupant (if different).

Application Fees of \$327 THP & \$183 EH Clearance (to be paid online)



CZU LIGHTNING COMPLEX FIRES



Phone 831-454-5323

Email RPC@SantaCruzCounty.us

Temporary Housing Siting Recommendations – Geologic Hazards

PURPOSE

Temporary housing permits (THPs) are issued without a site visit or field investigation of the temporary housing location. Applicants must be aware that, although a THP has been issued. Geologic hazards may be present on the property, including but not limited to: debris flows, land sliding, steep and/or unstable slopes, and erosion, and these conditions may pose a life-safety risk to occupants if their temporary home site is located in an area subject to these or other geologic hazards. The following siting recommendations are provided for consideration by applicants when choosing where to place a temporary housing unit in relation to potentially hazardous site features.

RECOMMENDATIONS

Applicants are encouraged to consult with technical experts such as licensed geotechnical engineers or geologists to assist them in evaluating the potential for geologic hazards to impact the temporary housing unit. If any of the following conditions are present, then mitigations may be needed, or alternative sites may need to be identified.

- Could runoff from the hill-slope concentrate in swales and small drainages and flow onto the site, causing flood damage to the proposed structure, or presenting a life-safety hazard?
- Is the hill-slope behind the structure steep and erodible, where gullying, or slip outs could deliver a sufficient volume of sediment and debris to damage the proposed structure or pose a life-safety hazard?
- Are large rocks, boulders, or other material present on the slope that pose a rock fall hazard that could impact the proposed structure, or present a life-safety hazard?
- Do you suspect a potential for land sliding on slopes above the proposed structure that could damage the structure or pose a life-safety hazard (e.g., debris flows, slides or slumps)? How about on steep hillslopes below potential temporary housing and building sites?
- Do you have any concern for instability in fill slopes supporting the proposed structure or in cut slopes above the structure, especially where retaining walls have been damaged or destroyed by fire?
- Is the building pad located near a watercourse where normal or flood flows could potentially erode the toe of the slope and trigger failure?

MONITORING

Geologic processes are continuous and change over time, especially during periods of inclement weather. Temporary occupants must remain aware of their surroundings and regularly monitor for slope movement or unsafe conditions. When in doubt, contact a private consulting geologist to determine the safety of your temporary housing site.



CZU LIGHTNING COMPLEX FIRES

TEMPORARY GEOLOGIC HAZARD CLEARANCE



Phone 831-454-5323
Email RPC@SantaCruzCounty.us

TCHC APPLICATION NO.	
ISSUED	NOT ISSUED

(See section 7 – FINDINGS for details) **Applicant to complete Page 1 only**

FOR TEMPORARY HOUSING ONLY

1. SITE LOCATION

Address: _____ City: _____ Zip Code: _____

APN: _____ Lat/Long: _____

2. OWNER INFORMATION

Owner Name: _____ APN: _____

Owner Primary Phone: () _____

Owner Mailing Address: _____ City: _____ Zip Code: _____

Owner Email Address: _____

3. APPLICANT INFORMATION

Complete this section if the contact person is someone other than the property owner (proposed temporary resident, contractor, architect, engineer)

Applicant Name: _____

Applicant Mailing Address: _____ City: _____ Zip Code: _____

Applicant Email Address: _____

4. SITE PLAN Check box to confirm site plan is attached

Requests for temporary geologic hazard clearance must be accompanied by the site plan to be submitted for the Temporary Housing Permit (THP) – see THP brochure for details.

5. APPLICANT SIGNATURE

By signing below I confirm that the submitted information is true and accurate to the best of my knowledge.

Applicant Signature

Date



CZU LIGHTNING COMPLEX FIRES
Environmental Health
Temporary Accommodation Clearance



**COUNTY OF SANTA CRUZ
 RECOVERY PERMIT CENTER**
 Phone 831-454-5323
 Email RPC@SantaCruzCounty.Us

APPROVED	DENIED

REHS: _____ Date: _____ PE: _____ SR: _____

Site Location: _____

PROPERTY OWNER (Required)

Name: _____ APN: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

DESIGN PROFESSIONAL (CA Licensed Engineer)

Complete this section if the contact person is someone other than the Onsite Wastewater Treatment System (OWTS) owner.

Contact Name: _____ License #: _____ Expires: _____

Address: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

REQUIRED

Identify the water source is potable with a report from a licensed well contractor or a public water system. Land Use staff will review the EH database to confirm that the existing septic system is functioning. If records cannot be located, we will reach out to you to obtain documents.

- Debris Removal Certification (EH) for CZU fire affected parcels.
- Septic Pumper Report (Located in EH Files _____ Date: _____)
- Potable Water Source (Licensed Well Driller report, Copy of Bills, and/or Photos)
- 2 Plot Plans for proposed temporary structure (instructions page 2)

I certify under penalty of perjury that the foregoing information is true and correct and that the accompanying septic tank pumping inspection report is accurate for the subject sewage disposal.

 Applicant (Print Name) Applicant's Signature Date

When approved by an authorized Environmental Health Services Staff, this application shall be deemed an Evaluation of the on-site disposal system from Environmental Health Services for Temporary Housing for CZU affected Property Owners. This is not a "permit for development" as that term is used in the California Subdivision Map Act. This Evaluation is limited to the following checked statement and is not to be construed as a warranty of proper operation or future life expectancy of the system. The temporary structure must be removed prior to EH final of the reconstruction building permit or 3 years from the date of clearance issuance or no later than June 30, 2024.

CZU LIGHTNING COMPLEX FIRES



COUNTY OF SANTA CRUZ
RECOVERY PERMIT CENTER

Phone 831-454-5323

Email RPC@SantaCruzCounty.Us

SYSTEM AND SITE DETAIL (Completed by Applicant)

Lot Size (in acres): _____

APN: _____

Type of Temporary Housing (ex: RV, travel trailer, mobile home): _____

Septic System Previously Served:(check all that apply)

Main House Second Unit Bonus Room

of Bedrooms SFD: _____ Multiple Units: _____ SFD + ADU = _____ Total _____

Structure (such as: Garage, Office, Barn, Shop, Studio, Pool Cabana)

Commercial/Industrial/Institutional:

Type of Business: _____

Peak Daily Flow: _____

Number of People Using System Existing: _____ Proposed: _____

Indicate the water source for the system:

Public, indicate Water Company/District: _____

Private, indicate On-site source: _____ Off-site source: _____

Describe the Location of Septic System on Site: _____

Septic Tank Capacity (in gallons): _____ Material: _____

Leach Field Dimensions or Square Footage or Sizing: _____

Types of Dispersal Field:

Leach Line Infiltrators Shallow Drip Seepage Pit Mount

Number of septic systems on site: _____ Distance to Well: _____



CZU LIGHTNING COMPLEX FIRES



COUNTY OF SANTA CRUZ
RECOVERY PERMIT CENTER

Phone 831-454-5323

Email RPC@SantaCruzCounty.us

APPLICATION STATUS OR DEFICIENCIES: (Completed by Environmental Health Specialist)

- No records of septic system, water source or infrastructure
 - Septic System failure noted on pumper's report
 - EH Records identify a marginal or failing septic system
 - Limited expansion letter required
 - Other/Comments: _____
-
-

Signature of Environmental Health Specialist

Date

FOR DEPARTMENT USE ONLY

Fee Rec'd by: _____ Date: _____ Amt \$: _____ Payment Type: _____ Receipt #: _____

Permit Conditions: _____

Final Construction Approved by: _____

Date: _____

Final Clearance by: _____

Date: _____

This form is required for an existing onsite wastewater system (OWTS) and temporary accommodations are needed for the CZU affected property owners:

- Two copies of a plot plan which details the septic tank system and shows previously existing structures and system components. The plot plan should indicate slopes, property lines, trees, any water wells, drainage courses, water lines, driveways, retaining walls, road cuts, paved areas and all required setbacks.

NOTE: Crib sumps, marginal and failing septic systems are prohibited by the Santa Cruz County Code and are required to be repaired or upgraded under permit and inspected by Environmental Health Services.

The Clearance will be approved if it is determined that:

- The septic tank meets the minimum capacity and construction requirements.
- The dispersal field is sized and functioning properly; there is no visible evidence of recent failure.





The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

Project Information All applicants must fill out this section Staff will assign Permit No. _____

Notice to Applicants for Commercial Building Permits: [AB3002](#)

[ePlan](#) electronic submittal required for all projects requiring a review. Permit status and corrections must be tracked [online](#).

APN: _____	Date: _____
Project Address: _____	
Legal Owner: _____	Email: _____
Owner Address: _____	Phone: _____

Applicant	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

Design Professional in Charge (if any)	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

Briefly Describe Scope of Work Indicate square footages of buildings, additions, remodel, retaining walls (face), decks, pools, sheds, trellis, etc.

Declarations All applicants must fill out this section. Signature applies to both declarations.

A. Worker's Compensation Declaration. Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees. I hereby affirm under penalty of perjury one of the following declarations:

- Check only one box:
- a) I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
My policy number is: _____
 - b) I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:
Carrier: _____ Phone: _____
Policy No.: _____ Expires: _____
 - c) I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

B. Declaration Regarding Construction Lending Agency. I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Civil Code Section 3097). *If not using a construction lending agency, write N/A.*

Lender's Name: _____
 Address: _____

Licensed Contractor, Property Owner, or Authorized Agent Sign and print name below
 Signature: _____ Date: _____



Applicant Information Fill out only the applicant section that applies to you.

A. Licensed Contractor or Authorized Agent as Applicant.

Company: _____ License No. _____
License Class: _____

Licensed Contractor Declaration: I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code Division 3, Section 7000 of Chapter 9, and my license is in full force and effect.

Licensed Contractor or Authorized Agent Sign and print name below

Signature: _____ Date: _____

B. Owner-Builder or Authorized Agent as Applicant

Owner-Builder's Declaration

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason indicated below. Per Business and Professions Code Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9, commencing with Section 7000, of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500). Check only one (a, b, c):

- a) I, as owner of the property, or my employees with wages as their sole compensation, will do ALL of or PORTIONS of the work, and the structure is not intended or offered for sale. Per Business and Professions Code Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.
- b) I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project. Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.
- c) I am exempt from licensure under the Contractors' State License Law for the following reason: (explain below)

By my signature below, I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>. I also certify the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable county ordinances and state laws relating to building construction.
- I authorize representatives of this county to enter the above identified property for inspection purposes.

Property Owner or Authorized Agent Signature Sign and print name below

Signature: _____ Date: _____

C. Authorizing an Agent to be the Applicant To be completed by the Licensed Contractor or Owner-Builder

Agent Name: _____ Phone: _____
Agent Address: _____
Project Address: _____

<p>For the Licensed Contractor who is Authorizing an Agent: I authorize the above-named person to act as my agent to apply for, sign, and file the documents required to obtain a building permit for the project at the listed address. I declare under penalty of perjury that I am the Licensed Contractor for the property listed at the above Project Address, I have filled out this section, and I certify the accuracy of the information provided.</p>	<p>For the Owner-Builder who is Authorizing an Agent: Except for the Owner Builder Acknowledgement PLG220 which is my personal responsibility, I authorize the above-named person to act as my agent to apply for, sign, and file the documents required to obtain a building permit for my property. I declare under penalty of perjury that I am the Property Owner at the above Project Address; I have filled out this section; and I certify the accuracy of the information provided.</p>
--	--

Check one: Licensed Contractor OR Owner-Builder who is authorizing the agent (sign and print name below)

Signature: _____ Date: _____

CZU LIGHTNING COMPLEX FIRES



Phone 831-454-5323
Email RPC@SantaCruzCounty.Us

Temporary Power Pole Agreement

Permit Number: _____

Date Issued: _____

Date Expired (36 months): _____

APN: _____

Street Address: _____

Owner Name: _____

Please check all statements that apply:

- I am requesting a permit for temporary power pole to be inspection and cleared for hookup to serve my parcel.
- The dwelling(s) on the property was/were destroyed in the fire.
- Post fire Phase I hazardous materials removal has been completed by the U.S. Environmental Protection Agency.
- The dwelling(s) that was destroyed was legally constructed with a building permit. If constructed before 1956 provide of the age of the dwelling.

Source of documentation: _____

For documentation of the age and legal status of a dwelling contact the Planning Department Records Room by emailing recordsroominquiries@santacruzcounty.us. The County Assessor's office sccounty01.co.santa-cruz.ca.us/ASR/ and Planning Department Planning.ZoningInfo@santacruzcounty.us are additional possible sources of documentation.

ACKNOWLEDGMENT AND WAIVER OF LIABILITY

The property Owner(s) and Permittee, if different from the Owner, hereby acknowledge that following the CZU August Lightning Complex Fire the County of Santa Cruz has not performed a detailed review of the property to assess the potential for slope instability, erosion, land sliding, debris flows, and other geologic, geotechnical, or environmental hazards to impact the property. The Owner(s) and/or Permittee further acknowledge that unidentified life safety risks associated with geologic hazards may exist on site and may be heightened by post-fire conditions. This agreement does not authorize any use of the property beyond authorizing a Temporary Power Pole. Applicants are strongly encouraged to engage a private consulting geologist to advise them on their site-specific risk due to geologic hazards; this waiver of liability covers any liability, demand, or claim arising from such hazards on the site.



CZU LIGHTNING COMPLEX FIRES



Phone 831-454-5323
Email RPC@SantaCruzCounty.Us

ACKNOWLEDGMENT AND WAIVER OF LIABILITY (CONT.)

Further, I, the undersigned property owner, understand that the provision of electric power to my property is temporary in nature, not to exceed 36 months. Power may be disconnected from Pacific Gas and Electric for any code violations or any health or safety hazard as determined by the County Building Official or the Director of Environmental Health.

I understand that violations of this agreement will suspend any and all issued permits for this parcel until such time as those violations are remedied.

Notice of intent to disconnect utilities will be submitted to Owners in writing by the County ten (10) days prior to actual severance. Further information can be obtained by calling 831-454-2260.

Owner Name

Owner Signature

Owner Name

Owner Signature

Permitee Name

Permitee Signature

Date





County of Santa Cruz Planning Department
701 Ocean Street 4th Floor, Santa Cruz, CA 95060
www.sccoplanning.com

Owner-Builder Acknowledgement

Form
PLG-220

Notice to Property Owner

Dear Property Owner,

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at the below address:

We are providing you with an Owner-Builder Acknowledgement form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address:

County of Santa Cruz Planning Department
701 Ocean Street 4th Floor
Santa Cruz, CA 95060

An agent of the owner cannot execute this notice.

The **Owner-Builder Acknowledgement PLG220** to be completed and returned is on the opposite side of this notice.



The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

Owner-Builders Applying for Construction Permits

Permit No. _____

Provision of this information is required by state law AB 2335, effective as of 2009. **Before issuance of a building permit, the Property Owner must complete and submit this form;** an agent of the owner may not execute this form. **Please read and initial each statement below to signify that you understand and verify this information:**

- _____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- _____ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
- _____ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
- _____ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- _____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.
- _____ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.
- _____ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.
- _____ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.
- _____ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.
- _____ 10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

- _____ 11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.
- _____ 12. I agree to notify the County of Santa Cruz, Planning Department immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Notice to Applicants for Commercial Building Permits online: [AB3002](#)
 Please print name, sign, date, and return to the agency responsible for issuing the permit.

Name: _____ Signature: _____ Date: _____