

Handwritten signature and date: 3-11-2015

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
REGULAR BUSINESS MEETING AGENDA**

**WEDNESDAY MARCH 11, 2015 — 7:00 PM
Albion School, 30400 Albion Ridge Rd, Albion, CA**

7:00-8:00 p.m. (longer if necessary)

Fire department operations meeting

8:00 p.m. (approximately -- begins at completion of operations meeting)

1. Board of Directors Meeting

- a. Call to order and roll call
- b. Approval of agenda

2. Approval of minutes.

- a. Review and correct, if necessary, minutes of the Annual Board meeting of February 4, 2015
- b. Review and, if necessary, correct minutes from the regular business meeting of February 12, 2015
- c. Review and correct, if necessary, minutes from the Special Meeting of February 23, 2015

3. Public Comment: The public may address the Board on matters within the Board's jurisdiction whether on the agenda or not. For action items the public may also address the Board at the time the item is presented.

4. Financial report: Current financial statements for the District will be presented.

5. Items for Board consideration and possible action:

- a. Little River neighborhood disaster preparedness gathering at Station 812 (Little River) May 2, 2015
- b. Flea Market at Station 812 (Little River) for Flea Market May 3, 2015
- c. Discussion and possible action on improvements for Station 811
- d. Discussion and possible action on permit status of Station 811
- e. Discussion and possible action on improvements for Station 812
- f. Discussion and possible action for repairs for Station 810
- g. Discussion and possible action for adjusting the maintenance budget
- h. Discussion and possible action on metal sheds at the Flats on Albion River *- Joe*

6. Presentation and reading of proposed ordinance "Prohibiting Intentional Dead Standing Timber"

7. Secretary's Report

8. Director's Discussion: Individual Board Members may discuss topics of concern to the District

Next Meeting April 8, 2015

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the board meeting should contact the board in writing at P.O. Box 634, Albion, CA 95410-0634, or call Board President Chris Skyhawk at 707-937-4295 as soon as possible before the meeting date.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

ORDINANCE NO. _____

PROHIBITING INTENTIONAL DEAD STANDING TIMBER

WHEREAS, The Albion Little River Fire Protection District is comprised significantly of Forest Lands; and

WHEREAS, standing but not downed dead hardwoods present an extreme fire danger, which threatens the health and safety of rural residents; and

WHEREAS, such standing but not downed dead trees pose a life safety risk to firefighters; and

WHEREAS, naturally occurring events result in dead standing timber from time to time; and

WHEREAS, if any section, subsection, sentence, phrase or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the Ordinance. The Directors of the District here declare that they would have adopted the Ordinance and each section despite the fact that one or more section, subsection, phrases or clauses be declared invalid;

NOW, THEREFORE, the Board of Directors of the Albion Little River Fire Protection District ordains as follows:

Trees intentionally killed and left standing are a public nuisance. Trees intentionally killed must be downed or otherwise removed within thirty days of initial act intended to kill tree(s).

VIOLATIONS

Persons who shall violate this ordinance shall be guilty of an infraction, which shall be punishable by a fine in accordance with Sections 17(d) of the currently adopted California Penal Code.

Any person who fails or refuses to correct or eliminate intentionally dead standing timber after written order of the District Board or its authorized representative is guilty of a misdemeanor, which shall be punishable by fine or imprisonment or both in accordance with Section 19 of the currently adopted California Penal Code. The imposition of a punishment pursuant to this paragraph shall neither excuse the violation, nor shall it authorize the violation to continue or preclude the District from taking other action to enforce compliance with this ordinance. All violations shall be corrected within ninety days regardless of whether a conviction is obtained. Each thirty days that a violation continues after due notice has been served, shall be deemed a separate offense.

Fine shall be ten dollars per intentional dead standing tree.

The District shall be entitled to recover all of its actual expenses incurred to correct violations and to obtain compliance.

DATE OF EFFECT

Pursuant to Section 36937 of the Government Code of the State of California, this ordinance shall take effect and be in full force and affect thirty (30) days after its final passage.

Passed and Adopted by the Board of Directors of the Albion Little River Fire Protection District on _____ day of _____, 2015, by the following vote:

Skyhawk _____

Roat _____

Levine _____

Canclini _____

Riley _____

Ted Williams

draft March 2015 chief's report

March 11, 2015 at 4:03 PM

board FD list

Fire Chief's Report DRAFT, 11 March, 2015, by Ted Williams

• Incident Log

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Wednesday, February 11th and today, March 11th, we were dispatched and responded to eleven incidents consisting of 7 medical aids, 1 propane incident, 2 traffic collisions, 1 electrical hazard. Additionally, chief responded to medical incident in Mendocino's district.
- 2015001625 02/12/2015 09:15
 - MEDICAL BRAVO, 43300 LITTLE RIVER AIRPORT RD. #104, LTR
 - Sam Levine
 - Michael Rees (8131)
 - John Oakley
 - Jaime Placido
 - Ted Williams (canceled)
 - Kevin Spring (canceled)
 - On Scene: 09:23
 - Available: 09:34
- 2015001650 02/12/2015 18:39
 - TRAFFIC COLLISION/MEDICAL; HWY 128, MP 3.0, ALBION
 - Michael Rees (IC), 8131
 - Debbi Wolfe (first on scene)
 - Steve Wolfe
 - Ted Williams (8162)
 - Jaime Placido
 - Kevin Spring (canceled)
 - On scene: 18:57
 - Available: 20:23
- 2015001668 02/13/2015 06:57
 - MEDICAL DELTA; 43300 LITTLE RIVER AIRPORT RD. SP 109, LTR
 - Michael Rees (8131),
 - Ted Williams (8130)
 - Andrea Pennebaker (8130)
 - Kevin Spring (8132)
 - Jaime Placido (first on scene)
 - On scene: 07:16
 - Available: 07:30
- 2015001744 02/15/2015 09:55
 - WATER RESCUE/MEDICAL; NAVARRO RIVER, ALBION
 - Michael Rees (8131)
 - John Oakley (8162)
 - Marshall Brown (8130)
 - Andrea Pennebaker (8162)
 - Andrew Crowningshield
 - Kevin Spring
 - Kyle LeMohn
 - Craig Hathaway
 - Jaime Placido
 - Debbi Wolfe
 - Steve Wolfe
 - Paulo Andrade, MFD, mutual aid
 - Judy Bonney, EVFD, mutual aid
 - Ted Williams (too far out 128, didn't reach scene)
 - On Scene: 10:12
 - Available: 10:43
- 2015001787 02/16/2015 14:38
 - MEDICAL CHARLIE, 5001 ALBION LITTLE RIVER RD, LTR
 - Ted Williams (8162)
 - John Crowningshield (8132)
 - Michael Rees (8131)
 - Michael Isse
 - Debbi Wolfe

- Joe Goforth (Ops)
- Ben Jackson
- Craig Hathaway
- Marshall Brown (Ops, 8130)
- Andrew Crowningshield (Safety)
- Debbi Wolfe
- Steve Wolfe
- Jaime Placido
- On Scene: 14:15
- Available: 18:53
- 2015002412 03/06/2015 10:03
 - MEDICAL BRAVO, 43300 LITTLE RIVER AIRPORT RD #104, LITTLE RIVER
 - Ted Williams
 - Michael Rees (8113)
 - John Crowningshield (8132)
 - Arrow Pierce (8132)
 - Sam Levine
 - Jaime Placido
 - John Oakley
 - On Scene: 10:18
 - Available: 10:44
- 201500???? 03/08/2015 ~1800
 - MEDICAL ECHO, Little Lake Road MP 8.5 trail
 - Ted Williams
 - MVFD, Parks, MCSO
- Training Completed
 - 01/14/2015 – Hoselays I Truck Check – Brown/Oakley - Station 811 (2 Hours)
 - Andrea Pennebaker, Ben Jackson, Debbi Wolfe, John Crowningshield, John Oakley, Kyle LeMahon, Marshall Brown, Michael Rees, Steve Wolfe.
 - 01/16/2015-01/17/2015 – Fire Academy (Firefighter Safety and Wellness; S-190; Wildland; Shelters) – 12 Hours
 - Ben Jackson, Citlali Cavillo, Michael Rees.
 - 01/21/2015 – Medical – Nat Norling - Station 811 (2 Hours)
 - Andrea Pennebaker, Ben Jackson, Citlali Cavillo, Debbi Wolfe, Heather Barrett (Guest), John Oakley, Kevin Spring, Kyle LeMahon, Marshall Brown, Michael Issel, Michael Rees, Sam Levine, Steve Wolfe, Ted Williams.
 - 01/23/2015-01/24/2015 – Fire Academy (Ropes and Knots) – 12 Hours
 - Ben Jackson, Citlali Cavillo, Michael Rees
 - 01/28/2015 – SCBA – Brown I Rees - Station 811 (2 Hours)
 - Andrea Pennebaker, Ben Jackson, Craig Hathaway, Debbi Wolfe, Jamie Placido, Kevin Spring, Marshall Brown, Michael Issel, Michael Rees, Sam Levine, Steve Wolfe, Tony Oakley.
 - 01/30/2015-01/31/2015 – Fire Academy (Ladders) – 12 Hours
 - Ben Jackson, Citlali Cavillo, Michael Rees.
 - 02/06/2015-02/07/2015 – Fire Academy (Hoses, Nozzles and Appliances) – 12 Hours
 - Ben Jackson, Citlali Cavillo, Michael Rees.
 - 02/11/2015 – Hash Oil – REHIT - Station 840 (3 Hours)
 - Andrew Crowningshield, Ben Jackson, Citlali Cavillo, Craig Hathaway, Debbi Wolfe, Jamie Placido, Joe Goforth, John Oakley, Kyle Lemohn, Michael Issel, Michael Rees, Sam Levine, Steve Wolfe, Ted Williams, Tony Oakley.
 - 02/13/2015-02/14/2015 – Fire Academy (SCBA/Smoke Drills) – 12 Hours
 - Ben Jackson, Citlali Cavillo, Michael Rees.
 - 02/18/2015 – Medical – Nat Noorling - Station 811 (2 Hours)
 - Arrow Pierce, Ben Jackson, Citlali Cavillo, Craig Hathaway, Debbi Wolfe, Joe Goforth, John Crowningshield, Kevin Spring, Kyle LeMohn, Laurel LeMohn (Guest), Marshall Brown, Michael Issel, Michael Rees, Sam Levine, Serena Randolph, Steve Wolfe, Ted Williams.
 - 02/20/2015-02/21/2015 – Fire Academy (Auto Extrication) – 12 Hours
 - Ben Jackson, Citlali Cavillo, Michael Rees.
 - 02/25/2015 – Auto Extrication – Brown I Rees - Station 812 (3 Hours)
 - Arrow Pierce, Ben Jackson, Citlali Cavillo, Debbi Wolfe, Jamie Placido, Joe Goforth, Kyle LaMohn, Marshall Brown, Michael Issel, Michael Rees, Steve Wolfe, Tadd Mularkey, Ted Williams.
 - 02/27/2015-02/28/2015-03/01/2015 – Fire Academy (Haz Mat FRO)– 12 Hours
 - Ben Jackson, Citlali Cavillo, Michael Rees.
 - 03/04/2015 – SCBA and Nozzles – Brown I Rees I J. Oakley - Station 812 (3 Hours)
 - Andrew Crowningshield, Debbi Wolfe, Jamie Placido, John Crowningshield, John Oakley, Kyle LaMohn, Marshall Brown, Michael Issel, Michael Rees, Serena Randolph, Steve Wolfe, Tadd Mularkey, Ted Williams.

Handwritten notes:
3-11-2015

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

MINUTES

BOARD OF DIRECTORS SPECIAL ANNUAL EVALUATION MEETING

Albion School, 30400 Albion Ridge Rd., Albion Ca.

February 4, 2015

The purpose of this meeting was to critique performance of the Board this past year, evaluate the performance of the fire chief, and discuss planning strategies for the coming calendar year.

1. **The meeting was called to order at 7:00** by President Skyhawk with a quorum present.
2. **Attendance:** Board Members: Chris Skyhawk, Bob Canclini, Sam Levine, Rich Riley and Scott Roat; Bookkeeper Sara Spring; Chief Ted Williams; and Fire Fighters: Michael Issel, John Oakley, Marshall Brown, Andrea Pennebaker, Michael Rees, Andrew Crowningshield, Jaime Placido, Ben Jackson, Citlali Calvillo, Craig Hathaway, Debbi Wolfe, Steve Wolfe and Joe goforth.
2. **Public Communication to the Board.** No members of the public were in attendance.
- 3 **Travel Reimbursement for Firefighters** will be based on the IRS rate with no minimum or maximum limits.
4. **Annual Evaluation Topics for Discussion:**
 - a. Assessment of Board paperwork including correspondence, handouts, minutes and agendas, updates to Board Member folders reflecting actions taken in the past year and assignment of tasks. The President will handle all correspondence to and from the Board. Meeting Agenda, Approved Minutes, Correspondence, chief's report and other documentation presented at the meeting will be included in the Record Books at Station 811 by the Secretary. The Bookkeeper will post all correspondence, approved minute, correspondence, chief's report and documents presented at each Board meeting on the WEB Site. Sam pointed out that the documentation for February, June, October, November and December of 2014 were missing from the record books at 811. Sam & Rich will try and fix.
 - b. Financial Assessment: The spending plan for the coming year and beyond, including Measure M funds, is to be developed. We need to secure an auditor. It was pointed out that our fiscal year is July 1st to June 30th the following year.
 - c. Michael Issel presented a tabulated list of projects and decisions that have been discussed in the past as follows:

List of Publicly Considered ALRFPD Projects Awaiting Prioritization Funding and/or Action Decisions

Projects Under Discussion	Location	Assigned	Quote	Pending	Action
Assign 811 Swamp as Capitol Loss & End discussion for more work / building vehicle shed at 811	811	SL +MI	Draft	Probing	Study
Compressed Air Foam System 8162 > Board Priority: Quick Suppression or ISO Conformance?	8162	MI +TW	Y	Schedule	Approved
Painting/Labeling Tender 8190 to identify and acknowledge civic donors (pending light-bar welding)	812	TW	Pending	Schedule	Approved
Electric Fire Repairs at 810 pending permit. Completion projected March or April	810	JG+SL	Draft	Permit	Approved
Approach Strategy Toward Potential District Acquisition of 810 land & CalTrans Smart Streets Grant	NA	CS +MI	Pending	Meeting	Explore
Clarification of formalized nonprofit deep-pocket fundraising – Clarify contribution recipient process	NA	CS +BC	Pending	Meeting	Explore
Actions Undertaken Resulting from ISO review – Clarify ongoing requirements to facilitate action	NA	JG +TW	Meet	Review	Approved
12-year planning document of strategies and tactics to accomplish our Mission Statement Goals	NA	RR +JP +TW	NA	Meeting	Approved
810 Range Hood Installation / Water Heater Vent & Operation / Room Heater Operation	810	KS +JG	Draft	Parts	Approved
Fire Chief Evaluation Protocol Models Reviewed and Conditioned for ALRFPD Organization	NA	SR +JG	NA	Research	Approved
810 Short Term Repairs: Cover Wall Holes & Range Window / Prepare for Public Access	810	JG+SL	Y	Permit	Approved
810 Clean-Up & Move Junk Out	810	-	NA	Y	None
810 Large Compressor Move / Replace doors with modified wheel rollers / Repair Outside Light	810	JG+SL	Draft	Parts	Approved
811 Station Upgrade within existing structure to accommodate longer trucks & South climbing loft	812	SL	Pending	Research	Approved
812 Station Upgrade to accommodate additional tender / engine > install accessory metal siding	812	KS	Pending	Y	Approved
Water Tender Headlight Replacement w Xenon Upgrade	8192	MI	Draft	Time	Approved
Web Pub Board Minutes 2014-15 / small engine & equipment operating manuals (>> operations)	NA	SL+SS		Y	Approved

Whole Building MOV Inductive Surge Suppression @ meter box for electronics protection	All	JG	Draft	Parts	Approved
812 Porta Potty Selected / Improve Window Ventilation / Create Ladder Projection Hole for 8162	811	SS+	Verbal	Vendor	Approved
Vehicle ID Numbers & District Decals / all Trucks ~ \$1500	All	TW	Draft	Schedule	Approved
Staging Area Cleanup / Storage & Fire Training Shipping Container – Out of Public View	812	Discussed	Pending	Research	Approved
Vehicle Check List for Responsible Driver Operator – Performed Periodically as Operations Training	ALL	MB +MR	NA	Meeting	Approved
Plans & Decision for Replacement and/or Backup of Engine 8181 to maintain ISO rating	812	MB +TW +MR	Pending	Meeting	Approved
Board Discussion Awaiting with FD Aux to Discuss Fund xfers, check disposition, fund raising, etc.	NA	CS +BC	Pending	Meeting	Approved
Board Discussion and Direction How Maintain Call Info & Transcribing for FEMA Reporting	NA	DW +TW	NA	Meeting	Approved
Resolve Timely Information Gathering For Call Log Deadline By Sunday Noon	NA	DW +TW	NA	Meeting	Approved
Awaiting Community Meeting to Best Employ District CalFire SRA Funds Before Rescinded	NA	CS	NA	Research	Approved
Aux, Board & FD Roster Update and Distribution Via Secured Web Page	NA	DW +SL	NA	Meeting	Approved
Price Estimates of Replacement Fire Vehicles to Bracket Grant Writing Proposals (Ben's Dear Lady)	NA	MR +TW	Pending	Research	Approved
Establish Criteria & Initiate Volunteer Recruitment Program to Increase Response Options	NA	CS +TW	Research	Meeting	Approved

Note that this listing includes station(s) planning, equipment and water needs. This list has been annotated based on the discussions during the meeting

- d. Based on the level of applause, our evaluation of Fire Chief Ted Williams, was superb. Scott and Joe, with the help of Ted, will come up with a list of skills that can be used in evaluating the fire chief in the future

5. Open discussion on topics of concern for year 2015

- a. Hold fewer combined meetings of the Board with the Firefighters. Perhaps joint meetings every other month or even Quarterly would be more appropriate. Full attendance of the firefighters would be requested when we do have combined meetings. It is highly desirable that we maintain our good relationship between the two groups. We do not want “them versus us” as

has Happened in the past. If possible, these joint meetings should have light agendas to make better use of the firefighters times.

- b. The department needs to have more work parties, checking engines together rather than meeting to discuss the need to check.
- c. At department only meetings, which can be closed to the public, they can openly discuss incident reviews, especially medical calls which must be confidential.
- d. **6. Adjournment was at 9:30 pm.**

Handwritten notes: "3-11-2015" and a signature.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
MINUTES OF BUSINESS MEETING OF THE BOARD OF DIRECTORS

THURSDAY FEBRUARY 12, 2015

Albion School, 30400 Albion Ridge Rd. Albion Ca. 95410

1. **The meeting was called to order** by President Skyhawk at 7:10 pm with a quorum present. Attendance were Board Members: Chris Skyhawk, Bob Canclini, Sam Levine, Rich Riley and Scott Roat; Chief Ted Williams, Bookkeeper Sara Spring; firefighters Debbi Wolfe, Steve Wolfe, Michael Issel, Joe Goforth, Craig Hathaway, Kyle LeMohn and Guests Laurel LeMohn and Karen Calvert.

b. **The agenda** was approved and signed.

2. The minutes of Business Meetings of December 14, 2014, and January 18, 2015, were approved and signed.

3. **Public Comment:** Karen Calvert explained her and her son's situation regarding being taxed on 7 assessor parcels rather than legal parcels. Three assessor parcels belong to her son and four belong to her. All of these assessor parcels are part of legal forested parcels and should not have been assessed the \$40.00 parcel tax. Bob will report to the Board when everything is settled.

4. **Financial Report:** Current financial statements for the District were not available.

5. **Secretary's Report:** The board members were reminded that they must submit their Form 700's to the County no later than April 1st. To date, only Sam has submitted his Form 700.

6. **Items for Board consideration and possible action**

a. Consideration of a parcel tax issue with a District resident was presented in 3 above.

b. Personnel: Nothing.

7. **Correspondence:** Correspondence to and from the Board was presented:

a. Bob passed Sam a folder of correspondence from Golden State Insurance, Department of Planning and Building Services, and the County Clerk-Recorder Office. Sam will review this material and report to the Board as soon as necessary or at the next Business meeting.

b. Michael Issel gave Sam documentation verifying that Donations to the District Board are tax deductible by both the Federal government and the State.

8. **Committee Reports**

a. MRC/THP Subcommittee: If herbicide is used in treating the forest, the Fire Department must be notified. It is state code that an MSDS data sheet must be on file for all chemicals used in the forest. This is not a requirement of the THP. The THP is outside the scope of Howard Forest. An aside: Bio char is timber scrap.

Ted went out twice with John Anderson of MRC to Railroad Gulch to evaluate locating water tanks. The Fire Department will place the tanks.

We need to recommend the use of the SRA funds to CalFire that they receive from the state.

b. Building Subcommittee: Joe is currently working on the electrical at 810. Sam has ordered the range hood for 810. The Auxiliary is paying for the hood which is costing \$1088.10 total, including shipping and taxes.

9. Director's Discussion Individual Board members may discuss topics of concern to the District:

a. Ted recommended that we consider installing the range & hood at 812.

b. Sara & Sam will look into purchasing the Duracell 1000 lumen flashlights at a better price than from Costco. Sam said his flashlight cost \$10 but had no idea of the current cost. We will try to get a case discount for 40 flashlights.

c. Michael Issel is working on replacing the headlights on Tender 8192.

Next Business Meeting will be on March 11, 2015, 7:00 pm, probably at the Albion School.

Adjournment: 10:45 pm

Handwritten:
3-11-2015

**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT
MINUTES
SPECIAL BOARD OF DIRECTORS MEETING
FEBRUARY 23, 2015
STATION 810, 33900 WEST ST. ALBION, CA 95410**

1. **The meeting was called to order** at 7:04 pm by President Skyhawk. A quorum was present.
 - a. Attendance: Board Members: Chris Skyhawk, Bob Canclini, Sam Levine, Rich Riley, Scott Roat; Chief Ted Williams, Bookkeeper Sara Spring, Fire Fighters Steve Wolfe, Debbi Wolfe, Joe Goforth, Michael Issel, Michael Rees, Craig Hathaway and guest Alan Taeger.
 - b. The Agenda was approved.
2. **Reason for Special Meeting:** This special meeting was called by the Board of Directors specifically to address the condition of Station 810. No other business was allowed to be considered at this meeting.
3. **Condition of Station 810:**
 - a. Sam was asked to give his assessment of the building. He said the following:
 1. The building is full of termites. In particular the front roof rafters currently supporting the false front of the building are in danger of breaking due to termite damage. The northern most inside framing of the man door housing the overhead light switch is extremely loose.
 2. The structural integrity of the false front of the building is questionable.
 3. The kitchen electrical outlets are not grounded.
 - b. Joe basically agreed with Sam on the condition of the building.
4. Michael Issel reported on his conversations with Earl Latham regarding Station 810: We can continue to use 810 until the property is sold. Earl represents the Family Trust which consists of 16 members, all of whom must agree on any disposition of any of the parcels they own. Basically they want fair market value for anything being sold. There are a number of parcels involved. The family is currently picking up the cost of liability insurance for the parcel on which 810 is located. Earl may want our Golden State Insurance to pick up the coverage.
5. What followed was lively discussion of what we, The District Board, should do regarding Station 810. Ted basically said we need to understand where we are and define where we want to go. Alan Taeger recommended that we approach John Danhaki, the ranch (across Albion Ridge Road from the Market) owner and see what can be obtained there and at what cost, if any. Ted recommended moving most stuff in 810 to 812.
6. Chris will try to get in touch with Amy Winn, a property evaluator and use consultant. Chris appointed himself and Sam as the Property Research Committee to try to get a handle on what are our needs and what properties are available that could meet these needs.
7. Adjournment was at 9:30pm

Sam Levine,
Secretary

APPLICATION FOR BUILDING PERMIT

860 NORTH BUSH STREET - UKIAH, CA 95482
 PHONE (707) 234-6650

120 WEST FIR STREET - FORT BRAGG, CA 95437
 PHONE (707) 964-6379

**COUNTY OF MENDOCINO
 PLANNING & BUILDING SERVICES**



APPLICATION NUMBER **B**

ACCEPTED BY

DATE

TO BE COMPLETED BY APPLICANT

PROJECT STREET ADDRESS:	ASSESSOR'S PARCEL NUMBER:	PARCEL SIZE: _____ AC/SQ. FT. UNDER 1 ACRE: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY:	STATE:	ZIP CODE:
OWNER'S NAME:	CHECK APPROPRIATE BOXES: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR/REPLACE <input type="checkbox"/> DEMOLITION <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> MULTIFAMILY <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/> CLASS K <input type="checkbox"/> GRADING <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> MH/FOUNDATION <input type="checkbox"/> OCCUPANCY CHANGE <input type="checkbox"/> AG EXEMPT <input type="checkbox"/> OTHER _____ (Please Specify)	
MAILING ADDRESS:	CITY:	STATE:
TELEPHONE NUMBER:	STATE:	ZIP CODE:
CONTRACTOR'S NAME:	EMAIL	YEAR:
MAILING ADDRESS:	MAKE:	MODEL:
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	EMAIL	IDENTIFY WATER SOURCE:
LICENSE NUMBER:	TYPE OF LICENSE:	IDENTIFY SEPTIC OR SEWER DISTRICT:
DESIGNER'S NAME:	MAILING ADDRESS:	TOTAL NUMBER OF BEDROOMS:
MAILING ADDRESS:	CITY:	PROPOSED:
TELEPHONE NUMBER:	STATE:	EXISTING:
CONTACT PERSON:	STATE:	SIZE OF STRUCTURE:
MAILING ADDRESS:	STATE:	ARE THERE ANY OTHER BUILDINGS ON THE SITE? IF SO, PLEASE DESCRIBE:
CITY:	STATE:	DRIVING DIRECTIONS AND NEAREST INTERSECTION:
TELEPHONE NUMBER:	STATE:	LIST ADJACENT PROPERTIES OR PROJECTS UNDER YOUR OWNERSHIP:
DESCRIPTION OF PROJECT:	THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT I HAVE 6 MONTHS FROM THE DATE OF SUBMISSION TO OBTAIN A BUILDING PERMIT. AFTER 6 MONTHS THE APPLICATION WILL BE CANCELLED AND THE APPLICANT WILL BE RESPONSIBLE FOR PAYING ANY PLAN CHECK FEE. PLANS LEFT WITH THE BUILDING DEPARTMENT IN EXCESS OF 1 YEAR ARE DESTROYED.	
ESTIMATED JOB COST (LABOR/MATERIALS): \$ _____		
SIGNATURE: _____		
DATE: _____		

CAL FIRE #	MS4 AREA	AGENCY
ENVIRONMENTAL HEALTH	AIR QUALITY	FIRE DISTRICT
BUILDING PLAN CHECK	DEPT. OF TRANSPORTATION	PLANNING
ZONING:	USE OF STRUCTURE OR LAND:	RELATED FILES:
SETBACKS:	FRONT:	DENIED/HIELD:
OTHER INFORMATION:	URBAN/RURAL (C/Z):	SUPERVISOR'S DISTRICT:
FIRE DISTRICT:	SCHOOL DISTRICT:	PLAN CHECK FEE PAID: \$ _____
RECEIPT #:		