



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

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<http://www.co.humboldt.ca.us/planning/>

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

1. Determine which residential structures or residential modifications you wish to permit under this permit application.
2. Verify the age of the structure. Some regulations may vary based on when the structure was built. One way to establish an approximate age is to contact the Humboldt County Assessor's Office and ask when the structure went on the tax rolls. Provide a copy of this information when applying for your permit.
3. Contact the County of Humboldt Planning and Building Department to verify that the unpermitted construction conforms to current zoning regulations.
 - a. If the unpermitted construction does not conform to current zoning regulations, a Special Permit, Coastal Development Permit, Variance, etc. may be required from the Planning Division. These permits must be completed and approved prior to the issuance of any Building Permit.
4. Draw your plot plan. A checklist is included for your reference. The plot plan should be a complete rendering of your entire parcel and all structures, driveways, watercourses, septic systems, etc. must be shown. It is not necessary to draw your plot plan to scale, but the details must be accurate.
5. Submit ten (10) copies of your plot plan with your application fees. Application fees range from \$150.00 to \$350.00. If you are permitting an on-site septic system, these fees are significantly higher because the septic permit fees are collected at the application submittal. It is not necessary to have construction plans or certification forms completed at this step. Please note that your application fees do not include your final permit fees.
6. Schedule a presite inspection. This is the only inspection that is performed prior to issuance of your building permit. At this inspection, we are looking at site conditions, the location of the structures and the status of any construction.

7. Submit any additional information as noted in the presite inspection report. Until all submittal requirements have been received, your application will not be deemed complete for processing.
8. Upon verification that your permit application is complete, we will submit your plans to plan check (the review process that verifies that your plans conform to applicable codes) and refer the project to agencies that have an interest in your development. These agencies include, but are not limited to, Planning, Environmental Health, Public Works, etc.
9. Once your plans have been approved and the referral agencies have provided their approvals, your permit will be ready to issue. Permit fees will be collected at that time. Please note that your application fees do not include permit fees. The final permit fees will be collect at the time your permit is issued.
10. Schedule required inspections up to and including the final inspection once the construction work has been completed. Please note that inspections are required at least once every six months to avoid expiration of your permit.