



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**  
**P.O. Box 1609, Mammoth Lakes, CA 93546**  
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[www.ci.mammoth-lakes.ca.us](http://www.ci.mammoth-lakes.ca.us)

## INTAKE CHECKLIST

### NEW SFR, NEW COMMERCIAL/INDUSTRIAL, ADDITIONS, REMODELS

- \_\_\_\_\_ Application, complete
  - \_\_\_\_\_ Contact Person
  - \_\_\_\_\_ Carbon Copies
  - \_\_\_\_\_ Owner-Builder Declaration – Must provide list of sub-contractors and proof of Worker Compensation. Owner must be present to sign for permit and all site inspections.
- \_\_\_\_\_ Plans (3 sets required at submittal, 2 signed wet stamped copies required with final drawings) No free hand drawings will be accepted.
  - \_\_\_\_\_ Site Plan
  - \_\_\_\_\_ Architectural Drawings
  - \_\_\_\_\_ Structural Plans
  - \_\_\_\_\_ Elevations
- \_\_\_\_\_ Project Information sheet complete or all information on plans
- \_\_\_\_\_ Conditions of Approval (**listed on plans**)
- \_\_\_\_\_ Structural Engineering (2 sets required at submittal either on engineer's letterhead or stamped and unsigned, 2 signed wet stamped copies with final drawings)
- \_\_\_\_\_ Title 24, Energy Calculations (2 sets)
- \_\_\_\_\_ Plan Check Deposit
- \_\_\_\_\_ Standard Grading Permit Application
- \_\_\_\_\_ Mammoth Community Water District (at submittal time remind applicant to submit for Water District Plan Check)
- \_\_\_\_\_ Mammoth Lakes Public Works Engineering (Bluffs and Greyhawk)
- \_\_\_\_\_ Mammoth Lakes Fire Protection District (commercial, multi-family, and SFR Bluffs and Grayhawk only)
- \_\_\_\_\_ Mono County Health Department (commercial)
- \_\_\_\_\_ Preferred Outside Plan Check Agency  
(Include project contact, billing statement, shipping address, and cc)
- \_\_\_\_\_ Landscape Documentation Package
- \_\_\_\_\_ Exemptions:
  - 1) Single Family Residential (SFR) in Juniper Ridge, Greyhawk, Bluffs or above elevation 8,250' required Landscape Documentation Package.
  - 2) All others with less than 2,500 Sq. Ft. of landscape.
  - 3) Other exemptions allowed per section 16.36.030
- \_\_\_\_\_ Water conservation concept statement
- \_\_\_\_\_ Calculation of maximum applied water allowance
- \_\_\_\_\_ Calculation of estimated applied water use
- \_\_\_\_\_ Calculation of estimated total water use
- \_\_\_\_\_ Landscape design plan

- \_\_\_\_\_ Irrigation design plan
- \_\_\_\_\_ Irrigation schedule
- \_\_\_\_\_ Maintenance schedule
- \_\_\_\_\_ Irrigation audit schedule
- \_\_\_\_\_ Grading plan
- \_\_\_\_\_ Soil Analysis

**Zoning Designation:** \_\_\_\_\_  
 (See reference guide – map)

**Building Height:** \_\_\_\_\_ Feet

Properties with slopes less than 10%. The lowest point of the foundation at natural grade to the highest point of the roof ridge.

Properties with slopes of 10% or greater. The average of the primary corners of the foundation at natural grade to the highest point of the roof ridge. No portion of structure shall exceed 45’.

**Parking Spaces:** \_\_\_\_\_

Residential: Minimum of 3 spaces. At least one parking space shall be covered and at least one shall be uncovered. An additional space shall be required for residences over 3000 sq. ft.

Commercial: See reference guide.

**Snow Storage Area: Required:** \_\_\_\_\_ sq. ft., Provided: \_\_\_\_\_ sq. ft.

Residential: An area equal to 75% of the total required parking and driveway area.

Total area of parking/driveway: \_\_\_\_\_ sq. ft.

Commercial: An area equal to 60% of the total required parking and driveway area.

Total area of parking/driveway: \_\_\_\_\_ sq. ft.

Industrial: An area equal to 40% of the total required parking and driveway area.

Total area of parking/driveway: \_\_\_\_\_ sq. ft.

**Lot Coverage:** Lot Area \_\_\_\_\_ sq. ft. Lot Coverage \_\_\_\_\_ %

The total area of all structures, ground level decks, driveways, parking areas, and other impervious surfaces, and one-half of all decks at least eight (8) feet above grade.

**Easements:** List all easements on the property (See title report)

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**BACKCHECK**

- \_\_\_\_\_ PC Correction letter with comments
- \_\_\_\_\_ Date stamp/initials of Planning and Building Plan Checkers
- \_\_\_\_\_ Appropriate number of plans, ***stamped plans mandatory***