

Community Development Department Building Resiliency Center 6295 Skyway Paradise, CA 95969 (530) 872-6291 x411

Pre-Fabricated Building Permit GETTING STARTED

This is what the process will look like:

- **1. Debris Removal.** The Consolidated Fire Debris Removal Program has two phases: removal of household hazardous waste and removal of other fire-related debris. To find out more about debris removal, please visit https://buttecountyrecovers.org/agencies/debris-removal/.
 - Tree Removal. The Town of Paradise and Butte County require private property owners to remove hazard trees on private property that are so fire damaged by the Camp Fire they pose a danger of falling onto a public right-of-way or other public improved facility.
- **2. Pre-Design Screening.** Take advantage of the Town's free Pre-Design Screening service (PDS). The PDS service provides information and resources to help you submit a complete submittal package and streamline the issuance of your permit. The PDS can help you verify your parcel data, setback and zoning requirements, assessor resources, septic / leach line location more.
 - Septic System Verification. (Location of septic system leach lines, approved bedroom count of existing system)
 - Zoning Verification. (Make sure your zoning matches the use)
 - Special Permit Zone.
- **3. Submit Your Application.** A community development technician will assist you as they verify that all required information is provided for the application intake. They will assist with all permits required during the rebuilding process.
 - An incomplete packet will not be accepted and will require you to come back at a later time with the supplemental information.
 - If installing electricity, the applicant, or a designee, also needs to contact PG&E and request service at www.pge.com/cco or 1-877-743-7782. An electronic copy of the site plan is also needed by PG&E to design new or restored service.
 - Have evidence of a passed post fire septic evaluation or septic repair permit prior to issuance.
- **4. Plan Review.** The Town of Paradise's Development Services staff will review your plans for compliance with all Local, State, and Federal codes.
 - Some requirements, including residential fire sprinklers, may be listed as a deferred submittal and will be
 reviewed at a later time. However, we encourage complete submittals instead of deferred submittals as
 deferred submittals may slow down the permitting process.
 - Our red-line comments process allows our plans examiners to insert conventional or minor comments on the plans to expedite the review process. Some comments may require correction or clarification by the design professional before permits can be issued. Some items will be able to be resolved at the counter or specified on the plan as a deferred submittal.
- **5. Building Permit Issuance.** Building permits will be issued after all required conditions for your project are approved.
- **6. Scheduling Inspections.** Call 530-413-5114 or schedule online https://citizen.townofparadise.com/CitizenAccess/. We offer next-day inspection service.



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WHAT'S NEEDED FOR PRE-FABRICATED BUILDING

The required submittal documents listed below may vary based on the location of each project and the scope of work. Prior to submitting your project(s) for plan check, applicants are advised to come to the Development Services Permit Center and talk to a representative to determine what additional documentation, if any, may be required for your rebuild.

We will rebuild Paradise better and more resilient than before ... Below is what you'll need to submit for your building permits

PLAN SUBI	MITTAL REQUIREMENTS	GE	ENER/	AL REQUIREMENTS	
Permit App 2 site plan 1"=20' is p	ns drawn to an engineer's scale; referred. Include location of septic	scale. Plan views (floor and elegate be drawn to a minimum architect of 1/2"=1". Site plans drawn to an	wings shall be drawn to a common Plan views (floor and elevation) must wn to a minimum architectural scale 1'. Site plans drawn to an engineers 1"=20' is preferred.		
tank and le			struction beyond the scope of		
2 signed sets of factory provided engineered drawings/calculations drawn to the current California Building Codes		"Conventional Light-Frame Construction" per the California Residential Code (CRC) shall be designed by an architect or engineer licensed by the State of California			
•	completed by a land surveyor lineer licensed in land	 Foundations with pilings of Roofs on posts such as call patio awnings which are freestanding or which extends 	ng but not limited to: Retaining walls over 48" high; Foundations with pilings or caissons;		
•	I Grading & Best ent Practice Form.		freestanding or which extend more		
WHEN 1500 SQ FT OR MORE AND/OR WITHIN 20 FT OF A DWELLING UNIT: Flow Test performed by Fire Station 81			than 6' beyond the building to which they are attached;The wall bracing systems which are		
			not described in the CRC.		
• 2 se plan	ets of residential fire sprinkler is if required water supply is met (May be deferred).	require engineered drawings. ☐ Materials and Construction methor			
	PMC 15.09.170 Chapter 5, tion 507.1.2 for details.		, , , , , , , , , , , , , , , , , , ,		
NOTE: Approved prefabricated carports serving residential land uses open on two or more sides, do not exceed 480 sq ft in footprint, are installed per the			mittal requirement		
manufacturer's instructions, and are located in compliance with applicable building or structure		Αŗ	oplicant	Signature	

setbacks **do not** require a building permit.



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Building Permit Application			
	Assessor's Parcel Numb		
	Name:		
Address:	City:	State:	Zip:
Email:	Main Contact	• □ Applicant □ Owner/Tenant	☐ Contractor ☐ Arch/ Eng.
OWNER	☐ Representative (Owner's written approval required)	PROFESSIONAL	☐ Architect ☐ Engineer ☐ Designer
Name:		Company Name:	
Address:		Name:	CA Reg. #
City:	State:	Address:	
	Phone:		State:
Email:		Zip:Ph	one:
CONTRACTOR	Name:Phone		License#:
Company Name:		Email:	_
Address:	City:	Stat	te:Zip:
PROJECT INFO	Type: Residential Commercial/Industrial	Remodel/ Addition	nolition
Permit For:	☐ Building ☐ Electrical ☐ Plumbing ☐	Mechanical ☐ Re-roof	□ PV/ Solar □ Water Heater
☐ Patio Cover/ Deck	□ Swimming Pool/Spa □ Addendum □ MH/ Commerc	ial Coach ☐ T.I. ☐ Co-locatio	n 🗆 Other
Description of Wo	rk:		
Proposed Use:	E:	xisting Use:	
Construction Valuation Cost: Occupancy Group(s):			
Zoning District:Type of Construction:Square Footage:			
PERMITTEE DECLARATION			
I hereby declare under penalty of perjury that the foregoing statements and the attached plan(s) are true, accurate, complete, and correct to the best of my knowledge and belief.			
Applicant Signatu	Applicant Signature:Date:		



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IMPORTANT NOTICE TO OWNER-BUILDERS

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 in the Town of Paradise, Butte County, California at:
Property Address:
Assessor Parcel No. (APN):(Owner must be shown on Assessor records)
We are providing you with an Owner-Builder Acknowledge and Information Verification 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 indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.
OWNER'S ACKNOWLEDGMENT AND VERIFICATION ON INFORMATION DIRECTIONS: Read and initial each statement below to signify you understand or 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/her own labor and material personally. I, as Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his/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/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, provider workers' compensation disability insurance, and contribute to unemployment compensation for each "employee". I also understand my failure to abide by thes 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 <i>all</i> work is performed by licensed subcontractors and the number of structures does not exceed four within any calendary 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 heliable 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 1-800-321-2752 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:, Assessor Parcel No:
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-Builder as well as employers.
12. I agree to notify the issuer of this form 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 unlicense Contractor of 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.
Before a building permit can be issued, this form must be completed and signed by the property owner and return to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.
Signature of Property Owner:Date:
Note: The following Authorization Form is required to be completed by the property owner only when

Working together to rebuild a thriving community.

designating an agent of the property owner to apply for a construction permit for the Owner-Builder.



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GRADING QUESTIONNAIRE & BEST MANAGEMENT PRACTICES

Background: Grading is regulated by Chapter 15 of the Town of Paradise Municipal Code (PMC). Grading is the removal or deposition of earth material by artificial means. Earth material is defined as any rock or natural soil or combination thereof. Grading is generally a combination of excavation (cuts) and placement (fill) of soil. Grading does not include routine farming practices. See PMC §15.02.290. Common examples of grading include construction of driveways, building pads, or site improvements, and restoration or stabilization of hillsides, slopes, or stream banks. A grading permit is required prior to commencing any grading or related work, including preparatory site clearing and soil disturbance, except where exempted from permit requirements by PMC §15.02.290 J103.

Questionnaire: To determine if a project requires a grading permit, please answer all the questions below. If a response to any question is unknown, contact a design professional for assistance and/or consult with the Town of Paradise Development Services staff. **Incorrect or false answers may cause delays processing and/or issuing permits related to the project.**

Questions	Yes	No	Unknown
1. Does the project include excavation which exceeds two feet in vertical depth at its deepest point measured from the original ground surface and which does not create a cut slope greater than four feet in height and steeper than one and one-half horizontal to one vertical and does not exceed fifty (50) cubic yards of material.			
2. Does the project have a fill that exceeds one foot in vertical depth and is placed on natural terrain with a slope flatter than five horizontal to one vertical at its deepest point measured from the natural ground surface, or less than three feet in depth, not intended to support structures, which do not exceed fifty cubic yards on any one lot and does not change the existing drainage pattern			
3. Does the project have an excavation below finish grade for a basement, footing, retaining wall, swimming pool, or other structure authorized by a valid permit, which excavation will be completely occupied by and retained by the structure authorized by valid building permit.			
4. Does the project include a fill above existing grade, which fill will be retained by the exterior wall of a building, a retaining wall, swimming pool or other structure authorized by a valid building permit			

Acknowledgment: I, as the applicant, understand that a "Yes" answer to any of the above que means that a grading permit maybe required for my project and that the grading permit must before any related building permit(s) can be issued. If any answers are "Unknown" to me, I shaw design professional immediately to determine if a grading permit is required for my project circumstance. Furthermore, I understand that incorrect or false answers may cause delays preand/or issuing permits related to my project.	t be issued nould contact ct or
Applicant Printed Applicant Signature	



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The Town's Phase II MS4 NPDES General Permit issued by the State Water Board to the Town, requires the Town to develop and maintain a program to assure that sediment and other pollutants from construction activities do not flow into the Town's storm water drainage system and, subsequently, impact local receiving waters. The Town's Permit requires the Town to require the owner of any construction project having soil disturbance to submit an Erosion and Sediment Control Plan (ESCP). The ESCP must identify potential sources of erosion and sedimentation associated with the project and identify the control measures (best management practices or BMPs) used to prevent erosion and control sedimentation within the project. This document lists all the required (Town of Paradise Stormwater Pollution Prevention Program best management practices BMP's)

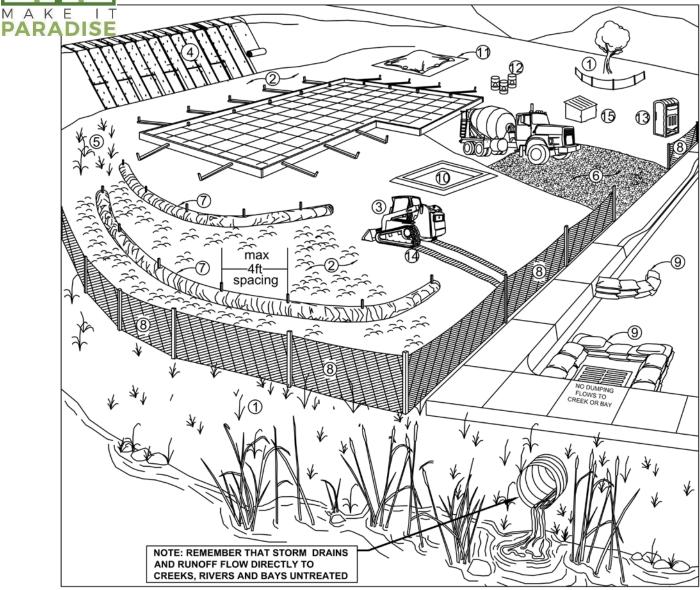
All construction projects that have soil disturbance and pass through plan check or the Town's permitting process must develop an ESCP. Projects having more than 1 acre of soil disturbance or those projects that are part of a larger common plan may be required to comply with the State Water Board's Construction General Permit (CGP), which requires the development of a Storm Water Pollution Prevention Plan (SWPPP). For these larger projects, the CGP-required SWPPP may be submitted in lieu of the ESCP. For all other projects (small projects) having less than 1 acre of soil disturbance or those that qualify for a waiver or exemption from the CGP, they must submit an ESCP using this worksheet.

Applicant Printed	Name Property Address(es)
Applicant Signature	Assessor's Parcel Number(s)
Date	Building Permit Number(s)



Town of Paradise Stormwater Pollution Prevention Program

Best Managements Practices For Small Construction Projects



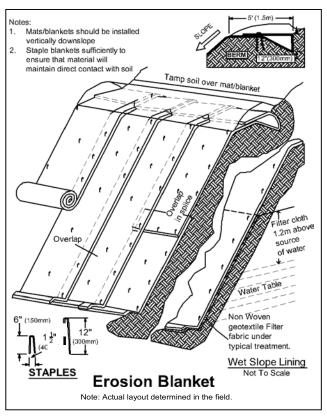
Erosion Controls	Sediment Controls	Good Housekeeping
NS Scheduling	6. Tracking Controls	10. Concrete Washout
 Preserve Vegetation & Creek SetBack 	s 7. Fiber Rolls	11. Stockpile Management
2. Soil Cover	8. Silt Fence	12. Hazardous Material Management
3. Soil Preparation/ Roughening	Drain Inlet Protection	13. Sanitary Waste Management
Erosion Control Blankets	NS Trench Dewatering	14. Equipment and Vehicle Maintenance
5. Revegetation		15. Litter and Waste Management

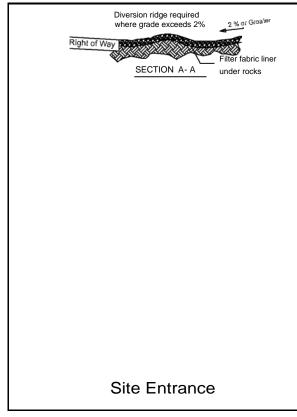
NS=not shown on graphic

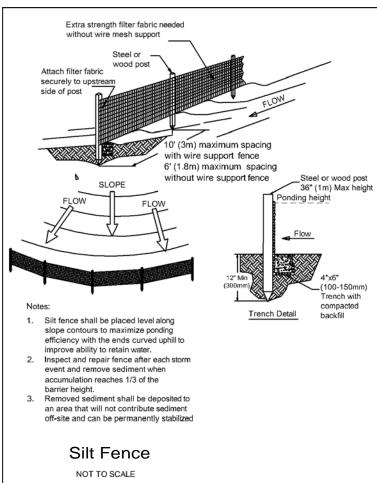
Note: Select an **effective combination of control measures from each category**, Erosion Control, Sediment Control, and Good Housekeeping. Control measures shall be **continually implemented and maintained throughout the project** until activities are complete, disturbed areas are stabilized with permanent erosion controls, and the local agency has signed off on permits that may have been required for the project. **Inspect and maintain the control measures** before and after rain events, and as required by the local agency or state permit.

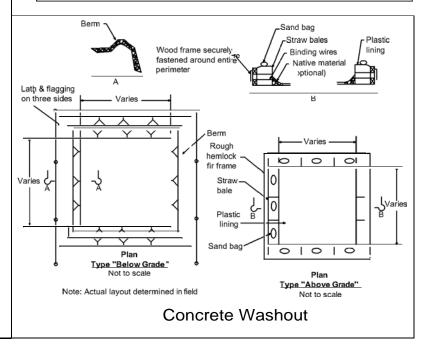
More detailed information on the BMPs can be found in the related California Stormwater Quality Association (CASQA) and California Department of Transportation (Caltrans) BMP Factsheets. CASQA factsheets are available by subscription in the California Best Management Practices Handbook Portal: Construction at http://www.casqa.org. Caltrans factsheets are available in the Construction Site BMP Manual March 2003 at http://www.dot.ca.gov/hq/construc/stormwater/manuals.htm.

	trol Measure	General Description
		anagement Practices
N/A	Scheduling	Plan the project and develop a schedule showing each phase of construction. Schedule construction activities to reduce erosion potential, such as scheduling ground disturbing activities during the summer and phasing projects to minimize the amount of area disturbed. For more info see the following factsheets: CASQA: EC-1; or Caltrans: SS-1.
1	Preserve Existing Vegetation and Creek Setbacks	Preserve existing vegetation to the extent possible, especially along creek buffers. Show creek buffers on maps and identify areas to be preserved in the field with temporary fencing. Check with the local Planning and Public Works Departments for specific creek set back requirements. For more info see the following factsheets: CASQA: EC-2; or Caltrans: SS-2.
2	Soil Cover	Cover exposed soil with straw mulch and tackifier (or equivalent). For more info see the following factsheets: CASQA: EC-3, EC-5, EC-6, EC-7, EC-8, EC-14, EC-16; or Caltrans: SS-2, SS-4, SS-5, SS-6, SS-7, SS-8.
3	Soil Preparation/ Roughening	Soil preparation is essential to vegetation establishment and BMP installation. It includes soil testing and amendments to promote vegetation growth as well as roughening surface soils by mechanical methods (decompacting, scarifying, stair stepping, etc.). For more info see the following factsheets: CASQA: EC-15.
4	Erosion Control Blankets	Install erosion control blankets (or equivalent) on disturbed sites with 3:1 slopes or steeper. Use wildlife-friendly blankets made of biodegradable natural materials. Avoid using blankets made with plastic netting or fixed aperture netting. See: http://www.coastal.ca.gov/nps/Wildlife-Friendly_Products.pdf . For more info see the following factsheets: CASQA: EC-7; or Caltrans: SS-7.
5	Revegetation	Re-vegetate areas of disturbed soil or vegetation as soon as practical. For more info see the following factsheets: CASQA: EC-4; or Caltrans: SS-4.
Sedi	ment Control Best	Management Practices
6	Tracking Controls	Stabilize site entrance to prevent tracking soil offsite. Inspect streets daily and sweep street as needed. Require vehicles and workers to use stabilized entrance. Place crushed rock 12-inches deep over a geotextile, using angular rock between 4 and 6-in. Make the entrance as long as can be accommodated on the site, ideally long enough for 2 revolutions of the maximum tire size (16-20 feet long for most light trucks). Make the entrance wide enough to accommodate the largest vehicle that will access the site, ideally 10 feet wide with sufficient radii for turning in and out of the site. Rumble pads or rumble racks can be used in lieu of or in conjunction with rock entrances. Wheel washes may be needed where space is limited or where the site entrance and sweeping is not effective. For more info see the following factsheets: CASQA: TC-1; TC-3; or Caltrans: TC-1; TC-3.
7	Fiber Rolls	Use fiber rolls as a perimeter control measure, along contours of slopes, and around soil stockpiles. On slopes space rolls 10 to 20 feet apart (using closer spacing on steeper slopes). Install parallel to contour. If more than one roll is used in a row overlap roll do not abut. J-hook end of roll upslope. Install rolls per either Type 1 (stake rolls into shallow trenches) or Type 2 (stake in front and behind roll and lash with rope). Use wildlife-friendly fiber rolls made of biodegradable natural materials. Avoid using fiber rolls made with plastic netting or fixed aperture netting. See: http://www.coastal.ca.gov/nps/Wildlife-Friendly_Products.pdf . Manufactured linear sediment control or compost socks can be used in lieu of fiber rolls. For more info see the following factsheets: CASQA: SE-5 (Type 1); SE-12, SE-13; or Caltrans: SC-5 (Type 1 and Type 2).
8	Silt Fence	Use silt fence as a perimeter control measure, and around soil stockpiles. Install silt fence along contours. Key silt fence into the soil and stake. Do not use silt fence for concentrated water flows. Install fence at least 3 feet back from the slope to allow for sediment storage. Wire backed fence can be used for extra strength. Avoid installing silt fence on slopes because they are hard to maintain. Manufactured linear sediment control can be used in lieu of silt fences. For more info see the following factsheets: CASQA: SE-1; SE-12; or Caltrans: SC-1.
9	Drain Inlet Protection	Use gravel bags, (or similar product) around drain inlets located both onsite and in gutter as a last line of defense. Bags should be made of a woven fabric resistant to photo-degradation filled with 0.5-1-in washed crushed rock. Do not use sand bags or silt fence fabric for drain inlet protection. For more info see the following factsheets: CASQA: SE-10; or. Caltrans: SC-10.
N/A	Trench Dewatering	Follow MCSTOPPP BMPs for trench dewatering. http://www.marincounty.org/depts/pw/divisions/mcstoppp/development/~/media/Files/Departments/PW/mcstoppp/development/TrenchingSWReqMCSTOPPPFinal6_0_9.pdf. For more info see the following factsheets: CASQA: NS-2; or Caltrans: NS-2.
Goo	d Housekeeping Be	est Management Practices
10	Concrete Washout	Construct a lined concrete washout site away from storm drains, waterbodies, or other drainages. Ideally, place adjacent to stabilized entrance. Clean as needed and remove at end of project. For more info see the following factsheets: CASQA: WM-8; or .Caltrans: WM-8.
11	Stockpile Management	Cover all stockpiles and landscape material and berm properly with fiber rolls or sand bags. Keep behind the site perimeter control and away from waterbodies. For more info see the following factsheets: CASQA: WM-3 or Caltrans: WM-3.
12	Hazardous Material Management	Hazardous materials must be kept in closed containers that are covered and within secondary containment; do not place containers directly on soil. For more info see the following factsheets: CASQA: WM-6; or Caltrans: WM-6.
13	Sanitary Waste Management	Place portable toilets near stabilized site entrance, behind the curb and away from gutters, storm drain inlets, and waterbodies. Tie or stake portable toilets to prevent tipping and equip units with overflow pan/tray (most vendors provide these). For more info see the following factsheets: CASQA: WM-9; or Caltrans: WM-9.
14	Equipment and Vehicle Maintenance	Prevent equipment fluid leaks onto ground by placing drip pans or plastic tarps under equipment. Immediately clean up any spills or drips. For more info see the following factsheets: CASQA: NS-8, NS-9, and NS-10; or Caltrans: NS-8, NS-9, and NS-10.
15	Litter and Waste Management	Designate waste collection areas on site. Use watertight dumpsters and trash cans; inspect for leaks. Cover at the end of each work day and when it is raining or windy. Arrange for regular waste collection. Pick up site litter daily. For more info see the following factsheets: CASQA: WM-5; or Caltrans: WM-5.











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LAND SURVEYOR'S CERTIFICATION GUIDELINES FOR BUILDING PERMIT

Surveys for property line locations are required to protect the property rights of the owner of a property where work is being done as well as the owners of adjacent properties by ensuring that setback requirements are being enforced.

Title 17 of the Paradise Municipal Code sets the minimum property line setbacks to structures, which are verified during the first building inspection, for each of the zoning districts within the Town of Paradise. The Professional Land Surveyors' Act (California Business & Professions Code §§ 8700- 8805) specifies that a professional land surveyor, or California civil engineer authorized to practice land surveying (registered prior to 1982), is the only person licensed and authorized to determine and physically locate your property lines.

The following are the minimum submittal requirements for the Land Surveyor's Certification for Building Permit:

- 1. A completed Land Surveyor's Certification for Building Permit form to be stamped and signed by a Licensed Land Surveyor or Civil Engineer authorized to practice land surveying in the State of California.
- 2. An Exhibit plat prepared on an $8 \frac{1}{2} \times 11$ " sheet showing the following:
 - a. The current configuration of the property as described in the current vesting deed, including all bearing and distances along the property lines.
 - b. Date.
 - c. North arrow.
 - d. Scale.
 - e. Assessor's Parcel Number.
 - f. Right(s) of Way and width of right(s) of way for all public and private roadways adjacent to property.
 - g. Location and description of found and set property corners.
 - h. Surveyor's signature and official stamp.



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LAND SURVEYOR'S CERTIFICATION FOR BUILDING PERMIT

Permit Number:	
Site Address:	
Site APN:	
Record Map Reference (if any):	Book Page
Lot/Parcel Number as shown on said Map:	
	d by me on the real property described above, or equirements of the Professional Land Surveyors' Act, 5.
as to their location and exposed for inst the attached Exhibit.	above referenced Record Map, have been found, verified spection as of the date of this statement, and are shown on
	nts have been set, or reset, as shown on the attached cord or Record of Survey will be filed with the County
to their location and exposed for inspec	ne above referenced deed have been found, verified as ction as of the date of this statement; are shown on the vey will be filed with the County of Butte.
	for the sole purpose of the property corner identification of distribution or any use other than building permit clearance
By:	Date:
(print name and license number) Company Name:	
Attachment	(seal)