



Mariposa County Building Department

Mike Kinslow, Building Director

5100 Bullion St., P.O. Box 1268, Mariposa, CA 95338

Phone (209)966-3934 Fax (209)742-5024

BUILDING A NEW HOME

The requirements of building a new home may seem extensive to those that are unfamiliar with the process. It is highly recommended that you retain the services of a building professional to guide you through the permitting and building process. If you want to "Do It Yourself", the following Departments and Agencies may be required to be contacted in the building process. This outline has been created to make you generally aware of the requirements and may not be all inclusive, depending on the project.

1) It is suggested that you do a preliminary determination with the following departments to see if your project is feasible and before spending time and money on project design. If you are considering acting as your own contractor, (see attached handout) be careful!

A) Contact the Mariposa County Planning Department (with your Assessor Parcel Number) 209-966-5151 and discuss your specific situation. If the property does not have improvements, you may need a new address from the Assessor's office 209-966-2332.

B) If Planning's answer is favorable repeat the inquiry with Mariposa County Environmental Health 209-966-2220 for well and septic issues.

C) If you think you may be in a special sewer or water district call Public Works @ 209-966-5356 to be sure and find about any requirements the Special Districts may have.

D) If Planning and Health give you an indication your project is possible, then contact Mariposa County Building Department 209-966-3934 for Building Department general information.

If you have made a general determination that your project is possible, the following will give you an idea of the other Departments and Agencies that you may be required to contact.

2) Before you start, if you are planning to remove or demo an existing mobile home or structure, contact the Mariposa County Unified School District 209-742-0250 and inquire about any School Fee credit (or regular School Fees that are required) that may be lost if the proper procedure is not followed. You will have to talk with them anyway because, generally speaking, you will probably have to pay school fees on your project and provide a "proof of payment"/"Certification of Payment of Fees" to the Building Department prior to the issuance of the Building Permit.

3) Prior to any grading, contact Cal Fire "Unit Forester" Guy Anderson (209-722-1907 or cell 559-706-8807) for Cal Fire's requirements for timber cutting/lot clearing. There is a possible fine from Cal Fire if you forget this one. Additionally you should ask for a copy of Cal Fire's general requirements for roads, signage and water supply to help you plan for their requirements.

4) For initial grading, access road construction, site preparation and building pad construction contact the Mariposa County Building Department for grading permit and soils engineering requirements (209-966-3934). If you cross any creek, stream or

drainage, you will be required to contact California Dept. of Fish and Game 559-243-4017 for their approval and signoff.

- 5) You may need a driveway encroachment permit from Mariposa County Public Works if you access your property from a County road. Call 209-966-5356 to be sure. You may need an encroachment permit from Cal Trans if you access your property from a State Highway 209-726-6598.
- 6) If you wish to get a general idea of the cost of associated permit fees, Developmental Services has informational flyers on approximate permit costs (and numerous other building subjects) available in the lobby of our offices (5100 Bullion St., Mariposa CA)
- 7) If you are ready to submit a permit application for your project please call the Mariposa County Building Department (209-966-3934) for the proper procedure, number of copies of plans required, plot plan format, etc. Your building plans must be submitted in a clear and concise format that addresses all current code issues. Earthquake, fire, wind, snow and soils issues vary throughout Mariposa County and must be taken into consideration and addressed in the planning stage. Please keep in mind that if your house is required to have Fire Sprinklers you will need to contact Mariposa County Fire, 209-966-4330, for Fire Sprinkler plan requirements, fees and inspections. If you are building a house within the Mariposa Public Utility District please contact MPUD, 209-966-2515 for Fire Sprinkler requirements, water and sewer hookup information.
- 8) If you are building within the National Park Service area of influence, Wawona, El Portal, Foresta, etc. you will be required to contact the Park Service Realty Officer, Sean McCabe, 209-379-1856, for Park approval. It's a good idea to do this as soon as possible in the pre-planning stage (it may take some time).
- 9) For a mobile home installation, the Agency contact list is similar to a conventional home. Please contact the Building Department, 209-966-3934, for the differences.
- 10) At the time of initial permit application you will be charged an initial fee for Plan Review. Your plans will be reviewed for code compliance and a list of corrections, if any, will be mailed to you for correction. Once your corrected plans have been reviewed and approved by the Building Department, and all the other required agencies (see above) have had an formal opportunity to review and approve/disapprove the plans, you will receive a call from the Mariposa County Building Department saying your plans have been approved and you may come to the office, pay the associated Building Permit fee, sign for the permit, receive your copy of the approved plans and be approved to start construction.
- 11) Once construction has started you must call for various building inspections prior to covering any part or system of the building. Due to budget cutbacks it was necessary to divide Mariposa County into various sections to be inspected during specific days of the week. Please call the Building Department 209-966-3934 for the schedule for your area.
- 12) Once your project is completed, the Building Department will make a final inspection of the house. When your project is "finaled" by the Building Department, the Building Department will still need the signoff of all the associated agencies involved in the project. Once all of the associated signoffs have been submitted, the Building Department will then issue a certificate of occupancy for the project and close the file.