

Process Guide for Remodeling and Reconstruction of Recreation Residences on the Sierra National Forest

For either new construction or re-construction of recreation residences the main concerns are blending in with the forest environment, staying within the maximum size limits of 1400 square feet of usable space, and avoiding conflicts with adjacent permit holders. All building plans must meet the County building codes and must be drawn by an engineering firm or a licensed architect. The specific steps for processing plans are:

- Step 1: The recreation residence permit holder notifies the permit administrator of their proposal by letter.
- Step 2: The permit administrator determines if the proposal is conceptually acceptable and that an archaeological survey of the area is completed.
- Step 3: The holder submits 3 (three) sets of plans which have been stamped by a licensed architect or engineer or a digital set of plans compatible with Autodesk Design Review software.
- Step 4: The permit administrator reviews the plans and checks to be sure that the cabin does not exceed 1400 square feet of usable space (usable space being any area 5 feet and taller), that the deck is not more than 60% of the total cabin space (exception: no deck will be required to be less than 250 square feet regardless of cabin size), that the septic tank is identified and the electrical wiring will be placed underground.
- Step 5: If acceptable, the plans go to the Lands and Special Use Officer for review, and then to the District Ranger for signature. The plans are stamped "Reviewed" and dated.
- Step 6: The plans are returned to the permit holder.
- Step 7: The holder takes the "Reviewed" plans to the County's building department.
- Step 8: The County checks to verify if the plans have been reviewed and stamped by the Forest Service. If stamped, the plans are checked by the County to verify if they comply with State and County building codes. When the plans are acceptable to the County, they are stamped "Approved".
- Step 10: The County then issues a Building Permit.
- Step 11: The holder brings one set of "Approved" plans and the Building Permit back to the permit administrator.
- Step 12: The permit administrator issues an "Authorized Construction Card" and "Improvement Guidelines".
- Step 13: The project must be completed by the expiration date on the Authorized Construction Card. The permit administrator may allow up to two years for project completion upon special request.
- Step 14: The holder will notify the permit administrator when construction is completed.

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