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Memo

To: Sheila Donica, Office Manager
From: David I. Weidman, General Manager
CC: All Pertinent Personnel
Date: 3/29/2007
Re: Construction Permit Requirement Guidance Document

This memo is to serve as a guidance document concerning requirements for completion and submission of construction permit applications.

The District's Rules and Regulations state the following concerning Permits:

14.3 Application Process.

- (a) All construction permit requests shall be submitted to the District office in writing and shall be accompanied by:
 - (i) a properly executed permit agreement;
 - (ii) a complete set of plans and specifications for the requested construction, improvement or replacement, including a site plan;
 - (iii) a copy of the plans and specifications for such OSSF and a copy of the authorization to construct, if the permitted construction requires an OSSF;
 - (iv) the applicable application fee.

THE DISTRICT SHALL NOT ACCEPT FOR CONSIDERATION ANY INCOMPLETE PERMIT REQUESTS THAT DO NOT INCLUDE ALL OF THE FOREGOING ITEMS (AS APPLICABLE).

(b) The District shall review the application and the file for the affected Leased Property to determine any conditions, prior uncured violations, Lease defaults, and other relevant factors.

(c) The District may conduct an on-site inspection to confirm compliance with these Rules and all other applicable governmental standards.

(d) Provided that the District has received a complete permit application with all required information, the District shall respond to such permit request within ten (10) days, based on consideration of the foregoing items and other pertinent criteria contained in these Rules.

As stated in the District's Rules and Regulations, all construction permit requests must be submitted in writing. No verbal agreements, modifications, amendments or stipulations of any kind regarding the permit or construction activity will be allowed. All information pertaining to the permit or construction activity **MUST** be submitted in writing.

A properly executed permit application **MUST** be submitted. This means that all sections of the forms **MUST** be completed. Any portions of the forms that are improperly filled out or left blank will be grounds for non-acceptance of the application. The forms must be executed with an original signature, no facsimiles will be accepted.

A complete set of plans and specifications, including a site plan, **MUST** be included with the properly executed permit application. These plans and specifications must be to a level of detail to allow an impartial third party reviewer to fully understand what is being requested based solely on the submitted documentation. Failure to provide sufficient detail in the plans and specifications will be grounds for non-acceptance of the application.

A copy of the County DR's approved plans and specifications for the OSSF and a copy of the executed Authorization to Construct is required and must be included in the submission. Failure to provide this information will be grounds for non-acceptance of the application.

Any of the above documentation that is illegible or unreadable will make the entire submission subject to non-acceptance.

Per the District's Rules and Regulations, the District will not accept **ANY INCOMPLETE PERMIT REQUESTS, NO EXCEPTIONS.**

Per the District's Rules and Regulations, the District will review and respond to the application within ten (10) days.

The leasehold interest must be properly registered with the District for a permit request to be accepted for processing.

Section 14.6 of the District's Rules and Regulations states:

14.6 A Lessee shall be responsible for ensuring that all contractors hired by such Lessee to perform work on District Property comply with the terms of the District permit as well as all applicable federal, state and local regulations pertaining to the construction project. **ANY DEVIATION FROM THE TERMS OF AN APPROVED PERMIT IS STRICTLY PROHIBITED WITHOUT THE PRIOR, WRITTEN AUTHORIZATION OF THE DISTRICT.**

It is the Lessee's sole responsibility to insure that the contractors that they have retained comply with all applicable terms of the Permit, as well as the Rules and Regulations.