

File # _____

Paradise Park Masonic Club

Permit Rec'd _____

211 Paradise Park, Santa Cruz, CA 95060-7003

Phone: 831-423-1530

Fax: 831-423-2806

Final Rec'd _____

PPMC BUILDING PROJECT PACKET

The PPMC Board of Directors, Park Manager and the Building Committee want to support members in their building projects, including obtaining permits if required. This form is for Members to acquire the appropriate permission or permit for building projects and to meet the Planned Unit Development Permit (PUD), the Santa Cruz County Codes and other PPMC Rules & Procedures requirements.

Per PPMC's PUD, an Authorized Signature must be obtained before any building permit can be issued by Santa Cruz County Planning Dept.

DESCRIPTION OF WORK TO BE PERFORMED AND IDENTIFICATION OF RESPONSIBLE PARTY:

PPMC Member Name: _____ Street Address _____

Contact # _____ E-mail _____

DESCRIBE THE WORK TO BE PERFORMED: _____

_____ **Member's Signature:** _____ **Date** _____

Work will be performed by PPMC Member Licensed Contractor APN _____

PERMIT will be issued in the name of: PPMC Member Licensed Contractor, Architect or Engineer

Contractor Name: _____ Contact # _____

License # _____ **All CONTRACTORS must register at the PPMC Office & provide a Certificate of Insurance naming PPMC as Additional Insured with job site showing \$1M General Liability & Workers Compensation coverage. Can be faxed. MEMBERS acting as Owner-Builder must provide a signed copy of the County's Notice to Property Owner form.**

Option A: PROJECT STEPS IF THERE IS NO CHANGE TO THE FOOTPRINT OR HEIGHT OF YOUR STRUCTURE:

IF PERMIT IS REQUIRED:

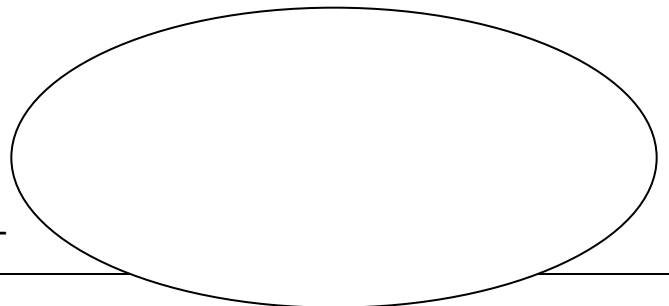
1. Complete this Building Project Packet by providing a full description of your project and attaching detailed drawings when needed. One copy each for PPMC, SCC Planning Dept & Member ** (See bottom of page 2)
2. Present Packet and drawing(s) to Park Manager for review.
3. When Packet and drawings are approved, they will be officially stamped and signed to take to SCC Planning Dept.
4. When PERMIT is issued, bring to PPMC office for a copy to be made prior to the start of construction.
5. Post your PERMIT outside where it is visible from the street.
6. At project completion bring a FINAL sign-off of the PERMIT to PPMC office where a copy will be made to close your file. The Building Project Packet will then be put in the Member's file.
7. **This approval is conditional on receiving all required building permits (electrical, plumbing, framing, etc). If in the floodway or riparian corridor, written permission from the County of Santa Cruz Building & Environmental Health Dept., FEMA and/or Fish & Game.**

IF NO PERMIT IS REQUIRED

1. If SCC Planning states **NO PERMIT** is required, notify Park Manager and the Building Project Packet will be used as authorization of the building project and posted as stated in #5.

**AUTHORIZED SIGNATURE FOR
SANTA CRUZ COUNTY
PLANNING DEPARTMENT**

Mgr _____ **Date:** _____



B: PROJECTS WITH CHANGES TO THE FOOTPRINT, HEIGHT OF STRUCTURE OR REQUEST FOR FENCE & OTHER BARRIERS:

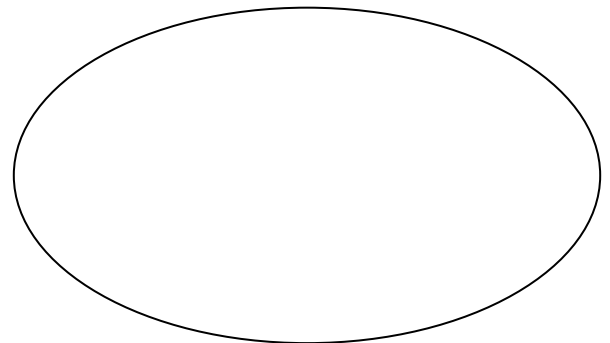
1. Present THIS PACKET with your completed SITE PLAN to the PPMC Manager, showing all county requirements.
2. A verification of staking will be required for a new building or alteration of structure prior to submitting plans to the PPMC Board of Directors and the Count of Santa Cruz.
3. If Trees are to be trimmed or removed, contact the Tree Committee for approval. (Rules & Procedures 5.01)
4. After the PPMC Manager and the Building Committee review your SITE PLAN, your project will be submitted to the Board of Directors. Allow sufficient time for this review, as board meets once a month.
5. When the building project is approved by PPMC BOD, the Park Manager will stamp & sign this form and your SITE PLANS to take to the SC County Planning Department.
6. PPMC will need a Site PLAN and a copy of this form for Park records.
7. When PERMIT is issued, bring it to PPMC office for a copy to be made prior to the start of construction
8. When there is a FINAL sign-off of the PERMIT at project completion, bring to PPMC office to make a copy to close your file. The Building Project Packet will be put in the Member's file.

Approved _____ Date _____
Board President

Approved _____ Date _____
Board Director

AUTHORIZED SIGNATURE FOR
SANTA CRUZ COUNTY
PLANNING DEPARTMENT

Mgr _____ Date: _____



GENERAL INFORMATION TO HELP YOU WITH YOUR PROJECTS:

1. PPMC office hours: M-F 8:30 - 12:00 & 1:00 - 4:30 Sat. 10:00 - 2:00 Manager@paradiseparkmasonicclub.org
2. Santa Cruz County Planning Department's information:
 - a. **SCC Planning Dept.** 701 Ocean St. Santa Cruz, CA 95060
 - b. Office Hours: Mon – Thurs, 8:00 - 12:00 & 1:00 - 3:00 (must be signed up by 2:30)
 - c. Questions by phone: between 1:00 and 4:00, M – T (Expect to leave a voice mail and receive a returned call. Give as much detail as possible.)
 - d. Zoning Questions: 831-454-2130
 - e. Building Questions: 831-454-2260
3. General Information and Forms: www.sccoplanning.com (if you live out of town it would be advisable to have an Owner/Agent form completed so someone can pick up and deliver items to Planning for you)
4. To confirm your Contractor's license check: www.cslb.ca.gov
5. As a courtesy to your neighbors, the Park/Manager will notify them of your building project.
6. By signing the **Building Project Packet**, the Member or contractor shall defend, indemnify & hold PPMC & its directors, officers, members, employees & agents harmless from & against any & all actions, demands, fines, damages, injuries, judgments awards & claims asserted by any person or entity.

****Example of a site plan is available at PPMC office. Note: this is just a drawing example to show the BOD and SCC Planning what you want to do as a project. Once your project is approved by the BOD and SCC Planning, your project will move forward with full sets of plans with Planning requirements.**

If changes were made during this process, a copy of the changes must be given to the PPMC office.

ATTACHMENTS: Site plans/Elevations where needed.