



Community and Economic Development Building Division

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Oakhurst Office
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PERMIT APPLICATION REQUIREMENTS

Blank plot plan forms and applications are available online <http://madera-county.com/index.php/building-documents>

Documents required for Building Permit Application are as follow:

1. **One (1) set of 11" x 17" Drawings:** Madera County plot plan, floor plan and elevation drawings.
2. **Completed Permit Application:** Include occupancy, square feet, construction type, scope of work. Provide Owner or contractor name; site address and phone number.
3. **Operational Statement:** All accessory buildings and commercial projects will require and Operational Statement to be completed and submitted with the permit application. Provide a detailed use of the building(i.e. storage of farm equipment, storage of owner's personal vehicles, and residential storage). Indicate if any commercial use of the building is proposed or if building will be utilized as living space, such as but not limited to, bedroom or guest use.
4. **Contractor or Owner Authorization Form:** Contractors' must have a current Madera County Business License and a current Contractor License with the Contractor State License Board (CSLB).
5. **Two (2) Sets of plans and construction documents:** include any civil drawings, grading plans, etc., or any other information necessary for plan review. Food plan check review shall be submitted to Environmental Health prior to submitting to the Building Division.

* When the plan check is completed the applicant will be notified and advised if there are any department corrections. This notification occurs after all departments have reviewed the project for compliance with State Regulations and Madera County Ordinances.

- Planning Department: verifies zoning, setbacks and land use requirements. 559-675-7821
- Environmental Health Department: reviews septic systems, leach lines, wells and food establishments. Food plan check reviews shall be completed prior to submitting to the Building Division. 559-675-7823
- Special Districts Department: verifies if the project is located within a sewer and water district owned or managed by the County. 559-675-7820
- Fire Marshal Office: reviews and verifies all fire requirements such as but not limited to driveway turnouts, fire extinguishers, water storage tanks, fire hydrants, fire sprinkler systems, State Response Area (SRA) and Public Resource Code requirements (PRC). Additionally, this office completes all fire prevention related inspections. 559-661-5190
- Engineering Department: checks the requirements for properties located within a flood zone or flood way. They issue grading permits, erosion control measures, and drainage requirements; review elevation certificates and Federal Emergency Management Agency (FEMA) requirements to certify the floor level locations are above the flood zone. 559-675-7817
- Road Department: addresses requirements for a driveway approach and/or access to county roads, issue encroachment permits for access to county road and complete all inspections related to the driveway approach. 559-675-7811