



Concurrent Processing Request Form

DEPARTMENT OF PLANNING AND BUILDING SERVICES
707 Nevada Street, Suite 5 Susanville, CA 96130-3912
(530) 251-8269 (530) 251-8373 (fax)
www.co.lassen.ca.us.

CONCURRENT PROCESSING REQUESTED

Concurrent processing is defined as a building permit having its plan check completed before approval of a required land use permit, including any required appeal periods.

Because your building permit requires the processing of a discretionary land use permit, there are a number of inherent risks associated with concurrent processing. A discretionary permit requires the review and approval of a Review Authority. Depending on the project and any appeals that may be filed, the Review Authority could be the Board of Supervisors, Planning Commission, Technical Advisory Committee, Architectural Review Committee or other. A discretionary permit may be approved, approved with conditions or denied. Application for a discretionary permit does not guarantee approval, even if a project complies with all applicable building standards and has been recommended for approval. All decisions on discretionary permits can be appealed to the Board of Supervisors, who will then make the final decision on the project. The risks associated with concurrently processing your building permit and land use permit include, but are not limited to, costs of redesign of a complete set of construction drawings, costs of and additional time required to complete new plan checking by the County based on required redesigns and denial of the project and loss of permit fees associated with work completed before the project was denied. The Department does not endorse or recommend concurrent processing, but concurrent processing is allowed provided the property owner understands the risks and has signed this form

Building Permit Number: _____

Land Use Permit File Number: _____

I, _____, as the owner or authorized agent of the property located at _____ specifically acknowledge my understanding that Lassen County Department of Planning and Building Services has agreed with my request to have my building permit and land use permit concurrently processed.

Further, I understand that should the project be determined by the Review Authority to require re-design or substantial change, that review of said changes may result in additional processing time and/or additional fees being charged. I further understand that if the required discretionary permit is denied, fees associated with my building permit will not be refunded.

Nevertheless I hereby request concurrent processing of the building permit and land use permit listed on this form.

I have read and understand the above statements. Approval of this request is at the discretion of the Director and based on the specific application involved.

OWNER'S SIGNATURE (or Authorized Agent)

DATE

DEPARTMENTAL APPROVAL

DATE