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**Policy Number: BD-CSC-09-001**  
**R.V. Temp Occupancy for Urgent**  
**Medical Care**

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**1. Purpose:**

1.1 The purpose of this policy is to clarify the procedure for issuance of Temporary Recreational Vehicle Occupancy Permits for Urgent Medical Care, in conformance with the Land Use and Development Code Section L-II 3.15.E and related Administrative Development Permits for such use.

**2. Policy:**

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the County. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards. Through wisdom the Building Department is built, and by understanding it is established.

**3. Definitions:**

3.1 **Recreational Vehicle** - Shall be defined by Section 18010 of the California Health & Safety Code.

**4. Procedures:**

4.1 The permit applicant shall be provided a Nevada County permit application form to be filled out for submission for a building permit.

4.2 The Permit Processing Technician shall review the Nevada County permit application form checking that all information in the gray shaded areas are properly filled out and completed by the applicant.

4.3 The Permit Processing Technician shall fill in the sewer type, water source, number of dwelling units, zoning and assessor's parcel number.

4.4 The Permit Processing Technician shall create a new building permit for the over-the-counter permit in Community Plus.

4.5 The Permit Processing Technician shall review the Nevada County permit application form checking that all information has been properly filled out and completed by the applicant. If incomplete, the Permit Processing Technician shall return the application to the applicant.

4.6 The Permit Processing Technician is to verify if there are any open permits.

4.7 The Permit Processing Technician shall collect from the applicant:

- Three site plans. (A minimum of two site plans that have been pre-approved by the Planning Department and that have site plan approval stamps).

- Fire Department approval letter or memo. (Either County Fire Marshal, Consolidated Fire Marshal or Truckee Fire Marshal).
  - A Copy of the Administrative Development Permit Conditions of Approval letter from the Planning Department. (Verify that the 10 day appeal period has been met before issuance of building permit).
  - Environmental Health Memo stating that all the Environmental Health conditions have been met. (See attachment one).
  - A CURRENT Department of Motor Vehicle registration for the Recreational Vehicle.
- 4.8 The Permit Processing Technician shall complete input of the over-the-counter permit and provide the applicant with the assigned building permit number.
- 4.9 CDA monies for building permit application, issuance, revision, recheck, septic permits, on-site soils evaluations, web permits and records research requests shall be collected by the Permit Processing Assistant assigned to the kiosk. Upon receipt of monies, the Permit Processing Assistant shall create a receipt for customer. Monies can be taken in until 4:00 p.m. daily. Applicant will be sent back to the Permit Processing Technician to complete the permit process.
- 4.10 The Permit Processing Technician shall give the permit applicant all associated paperwork including one copy of the pre-approved site plan.
- 4.11 The Permit Processing Technician shall print out the building permit and complete the required fields in the inspection envelope. Be sure to have the applicant draw a vicinity map on the inspection card for the Building Inspector. A copy of the issued permit and the inspection envelope shall be placed in the box for processing by the Building Department support staff.

**5. Inspection Procedures - One Inspection Required:**

- 5.1 After the Temporary Recreation Vehicle Occupancy for Urgent Medical Care permit has been issued, the Building Inspector shall inspect:
- Smoke and Carbon detectors, heating systems and LP-Gas System to ensure that they are safe and in good working condition.
  - Any utility connection to ensure that it is safe and in good working condition.
  - Recreational Vehicle to ensure that it is set up in compliance with the manufacturer's minimum specifications and shall remain mobile.

Policy initiated by: Angela Costa

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

Brian Washko, C.B.O  
Chief Building Official