



Department of Resource Management offices are open to the public

Department of Resource Management offices are open to the public for pre-scheduled appointments and walk-in assistance for Air Quality, Building, Environmental Health, and Planning permitting and information.

Lobby Hours are 8:00 am to 5:00 pm with **appointments available between 8:30 am and 3:30 pm.**

Note: Walk-in assistance will be provided on a first come, first served basis with pre-scheduled appointments taking priority. **All cash payments must be processed by 4:30 pm; payments by credit card and check are accepted until the close of business.**

Here are some important things to consider when preparing to submit a permit application:

- A pre-scheduled appointment is recommended. This allows you to have a scheduled hour with one of our friendly and knowledgeable staff members without additional wait time.
- It is common to use the entire appointment time to complete the application submittal process and pay any fees that are due, so it is critical for processing a new application to be on time and to bring all required supplemental documents with you.

- Appointment or walk-in assistance is required for first time building permit applications but not necessary for application revisions or corrections. Revisions and resubmittals can be dropped off in the front lobby. However, it is very important to have complete replacement plans with the revised and corrected areas clouded, a response letter, and a copy of the County correction letter.
- If your project is complex, an appointment to submit a revision or correction is encouraged.
- Building permits for maintenance work including HVAC, Roof, Water Heater, Electric, Plumbing, Siding, Windows, and Woodstoves do not need an appointment and they can be applied for [online](#) by the property owner or contractor. Self-serve kiosks are also available in the lobby.
- Due to the current volume of building permit applications, there is a one-hour limit per building permit application. When applying for several permits, a separate appointment is required for each application.

To schedule an appointment, please call the Division directly:

- **Building:** (530) 225-5761
- **Planning:** (530) 225-5532
- **Environmental Health:** (530) 225-5787
- **Air Quality:** (530) 225-5674

What to expect when you arrive

- The building is open to the public between 8:00 am and 5:00 pm Monday through Friday with the exception of County holidays.
Please note: The building's Placer Street entrance is closed.
- Persons who are not fully vaccinated against COVID-19 must wear an appropriate face covering within the building, with the exception of persons who are exempt pursuant to the California Department of Public Health's "Guidance for the Use of Face Coverings – Effective June 15, 2021". Face coverings are available at no cost to anyone who needs one.

Appointment Process

Upon arrival, please check in at the appropriate public counter (the Consolidated Permit Center counter is on the 1st floor and the Environmental Health counter is on the 2nd floor) for your appointment. If you are early, you may provide a phone number and we can call you at your appointment time, or you may wait in the lobby until your name is called.