

LASSEN COUNTY DEPARTMENT OF PLANNING AND BUILDING SERVICES
707 Nevada Street, Suite 5, Susanville, CA 96130
Phone (530) 251-8269
Fax (530) 251-8373

THE FIRST STEP

Planning a new project? Get the right answer to your questions the first time by asking the right person. Use this checklist as a guideline to contact the various departments that may be involved in your project.

Land use, zoning, set backs, design reviews, subdivisions and mining permits

Planning Division, 251-8269
Zoning Information Line: 257-5263 (257-LAND)

Legal lot verification, Certificate of Compliance and assigning addresses

Lassen Co. Planning and Building Services
Surveyor
Don Willis 251-8122

Assessor's Parcel Numbers

Lassen Co. Assessor's Office 251-8241

Recorder's Office

257-3480

Building Permit Applications Initiated

Building, plumbing, mechanical, electrical, manufactured homes, well and septic
Building Division 251-8269
Kelley Hinman

Well and septic requirements, inspections and approvals

Lassen Co. Health Dept. 251-8528
1445 Paul Bunyan Road, Suite B
Susanville, CA 96130

Building Inspection Requests

Building Division 257-5263 (257-LAND)

Road encroachments

Lassen Co. Road Dept Room 218
Bob McGarva 251-8116
Shasta Co. Road Dept.
Kavith Rupasinghe – 225-5661 (Encroach.
Day Rd.)

CalTrans State Highway Encroachments

Tanya Ehorn, Inspector, 225-3499
Brian Thompson, Permit Writer, 225-2081

Spalding Community Service District

502-907 Mahogany Way
Susanville, CA 96130
825-3264

Fire Protection

CAL Fire 257-4171

School Developer Fees

Lassen Co. Office of Education
472-013 Johnstonville Rd., Susanville
257-2196

Property Taxes

Lassen Co. Tax Collector 251-8221

**California Department of Community Dev.
Manufactured Housing Division**

Permits – 1-916-255-2501

CALL BEFORE YOU DIG 1-800-227-2600