



Reissuance Procedure for Recreation Residence Permits

A description of the process necessary to the reissuance of the permit for the recreation residence is outlined in the following checklist:

- The permit holder should provide to the buyer the current permit of the residence for their review.
- The current permit holder and the buyer completes the "REQUEST FOR TERMINATION OF AND APPLICATION FOR SPECIAL USE PERMIT" Form FS-2700-3a. When the application is completed, return the form to this office.
- This office will need a notarized copy of the conveyance document showing the change in ownership (bill of sale, quitclaim deed, etc.). This document needs to be recorded with Fresno County.
- If the permit reissuance request is due to the death of the permit holder, then this office needs a copy of the death certificate and a copy of the legal document (will, probate decree, etc.) that identifies the heir(s) of the improvements.
- An inspection of the residence will be made to identify maintenance needs and/or to identify potential non-conforming uses. The items identified will need to be corrected by specified dates. In the case of the permit being reissued to the surviving spouse, an inspection is usually not done.

When the above documents are received, the new permit can be prepared. Once the permit has been prepared, two copies of the permit will be sent to you. Along with the permit copies, the permit packet will include a letter requesting that you set up a reissue conference. Our regular procedure is to meet with the new permit holder(s) in person to clarify the terms and conditions of the permit and to answer any questions they might have. The permit packet will also include a Bill for Collection for the \$1,200 reissue fee. This fee will need to be paid before the District Ranger can authorize your permit.

If you have any questions, please feel free to contact the **Recreation Residence Permit Administrator** at this office.

