

Information for Permit Application

The following is a brief explanation describing how to complete the "Permit Application" form on the reverse side of this informational sheet. Please print or type the information requested. Feel free to contact the Building Department if you have any questions.

1. Please provide the street address of the proposed construction work. If you do not know the Assessor's Parcel Number, please leave it blank.
2. Note the property owner's name here.
3. Note the occupant's name. The occupant's name could be the property owner, business occupying the premises, or other renter's or lessee's name.
4. Describe the type of work that is to be performed such as: a new separate building, an addition to an existing building, or remodel of an existing building area; and the size of the project (square footage and number of stories of the work to be performed).
5. Check the appropriate box(s) for the type of work you will be performing.
6. Please note the value of the job, such as the cost to re-roof a building, or place a sign. Include both labor and material cost. If you don't know the labor cost, assume it is equal to the material cost.
7. Please note the Uniform Building Code Group and Type if known. If not, please leave blank.
8. Provide contact information about the person who will be the project manager for this job. Include his/her name, phone number(s), mailing address, and city, state and zip code.
9. Note the Contractor & license number of the "contractor" performing the work. If no licensed contractor is performing the work, please enter either "owner" or "renter" depending on who will be doing the work.
10. If there is an "architect" or "engineer" involved, please note his/her license number. Also, include the phone number(s) for this person(s).
11. Please sign and date the application (on reverse side of this sheet).

Note: Please fill out the (yellow sheet) Licensed Contractor Declaration if you are the contractor or the "Owner Builder" Declaration if you are the property owner. Please fill out the "Sub Contractor List" if applicable. Also if you are the owner you will need to fill out the "Owner Builder Verification" (white) form.

DEPARTMENT APPROVAL

Planning: _____ **Public Works:** _____ **Fire:** _____

Engineer: _____ **Health:** _____ **Building:** _____

Building: _____ **Plan Check:** _____ **SMIF:** _____

Check(s) # _____ **Receipt(s) #** _____