If dropping off a Building Permit New Submittal or Plan Change Submittal
• All information on this form and the applicant sections of the building permit application and the first page of the Pre-Review form must be complete prior to dropping off your submittal.

If dropping off a Building Permit Ready to Issue Project
• All required approvals and conditions of approval must be satisfied to drop off your ready to issue project. Refer to Conditions of Approval for forms and letters required for permit issuance.

If dropping off a Building Permit Resubmittal
• In addition to completing this form you must verify you have all items required for re-review. See drop off table for requirements list.

Date & Time: ____________________________ APN: ____________________________

Project Address: ____________________________

Is this parcel on sewer or septic (circle one)

Record ID: ____________________________

Project Description (Required): ____________________________

Owner Information
Name: ____________________________
Phone #: ____________________________
E-mail Address: ____________________________

Applicant Information
Name: ____________________________
Phone #: ____________________________
E-mail Address: ____________________________

By signing this form, you are assuring that all required forms are completed, and all required items have been included with the submittal.
Applicants Signature: ____________________________

COUNTY STAFF USE ONLY:
Record ID: ____________________________ Date Created: ____________________________
Building Technician Name: ____________________________

5/29/2020 09:21 AM