



PLANNING & DEVELOPMENT SERVICES

Building Division

Drop Off Form

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: _____