Building Permit New Submittal or Plan Change Projects

All information on this form and the applicant sections of the building permit application must be complete prior to dropping off your submittal. If the submitted application is not complete, the application will be rejected and returned to the applicant.

Date & Time: ___________________________    APN: ___________________________
Project Address: _____________________________________________________________
Is this parcel on sewer or septic (circle one)
Additional Comments: ___________________________________________________________

Owner Information

Name: ________________________________________________________________
Phone #: _______________________________________________________________
E-mail Address: __________________________________________________________

Applicant Information

Name: ________________________________________________________________
Phone #: _______________________________________________________________
E-mail Address: __________________________________________________________

By signing this form, you are assuring that all information entered on the building permit application matches what is included on the plans and description of work for the project.

Applicants Signature: ____________________________________________________

Note if submitted plans do not match the scope and description presented in the application there may be an increase in fees associated with the project. The Pre-Approval processing of the plans will occur at the first plan review and if there are any site or project specific issues that would not allow the project to be constructed the owner will be notified.

COUNTY STAFF USE ONLY:

☐ Accepted    ☐ Rejected

Reason: ________________________________________________________________
_________________________________________ Staff: ____________________________