



# PLANNING & DEVELOPMENT SERVICES

## Building Division

### Building Permit New Submittal or Plan Change Drop Off

#### **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: \_\_\_\_\_