



# Application for Building Permit

Job Address: \_\_\_\_\_ APN: \_\_\_\_\_ Date: \_\_\_\_\_

Use Type:  Residential  Commercial Permit #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PERMIT TYPE:**

Addition / Conversion to SFR	Forced Air Unit (FAU)	Plumbing Permit
Commercial Improvements/Repair	Gas Test	Re-Roof (Composition Shingle)
Commercial Building (New)	General Rehab	Remodel
Demolition (Full / Partial)	Grading	Signs
Deck (City Standard)	Mechanical Permit	Stucco / Siding Work
Deck / Patio (Not City Standard)	New Single Family Residence	Swimming Pool / Spa
Electrical Permit	Other (Full description below)	Temporary Structure / Tent
Fire Sprinklers	Photovoltaic (Solar) Residential	Window Replacement (Structural)

Description of Work: \_\_\_\_\_

**FILL OUT COMPLETELY:**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

City Business Lic.: \_\_\_\_\_ State Lic. Class and No.: \_\_\_\_\_ Worker's Comp: Y / N

RESIDENTIAL PERMIT FEE WORKSHEET

		Square Footage	=	Valuation
Habitable Area	\$104.00 x	_____	=	_____
Garage	\$ 51.99 x	_____	=	_____
Covered Deck	\$ 21.68 x	_____	=	_____
Uncovered Deck	\$ 21.68 x	_____	=	_____
Retaining Wall	\$ 15.00 x	_____	=	_____
Other (Flat Rate)	\$ _____ x	_____	=	_____

Planning Submittal:	Building & Safety Submittal:
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To help expedite the plan review process, please review your plans to be sure that the following items, if applicable, are provided:

**1. Plan Sets**

I am submitting **three 2 complete sets of plans** and **one 1 partial set** containing a plot plan and floor plan for the Assessor.

The plan sets include a) **two sets of stamped and signed structural calculations**, b) **truss calculations**, and c) **energy calculations**. \_\_\_\_\_Initials

**2. Basic Plot Plan content:**

Do the plans include:

- a) North arrow?
- b) Construction Envelope

**Construction Envelope** = a predetermined area of intrusion, mutually agreed upon by contractor, owner, and city, which shall be shown on the plot plan prior to approval of the plot plan and depicts portions of the project site which may be disturbed during construction, which may include but not be limited to disturbance by grading, construction, storage, and equipment staging.

- c) Property lines and property line dimensions?
- d) Footprint of all structures (existing & proposed)?
- e) Job address?
- f) Assessor's parcel number?
- g) Legal description?
- h) Public or Recorded Parcel / Tract Map Easements
- i) Name, mailing address, & phone number?
  - For Property Owner:
  - For Designer:
  - For Architect:
  - For Engineer
- j) Stamp and signed from an architect/engineer
- k) Percent lot coverage?
- l) 2 WQMPs (Required if percent of impervious is 50% or more)
- m) Building setback lines (BSL) and distance from BSL to structures?

**Lot Coverage** = square foot of existing structures + square foot of new structures SF of (n) } / SF of lot. Note: All structures that extend more than 3' above the surface of the ground level are included in lot coverage.

- n) Distances between all structures?
- o) Finish floor elevations?
- p) Retaining walls?
- q) Drainage, proposed erosion control, grading in cubic yards?
- r) Topography (contour lines)?
- s) Location of all trees (6" or larger) and tree table?
- t) Parking pad dimension and driveway location
- u) Green building checklist

**Note:** Green checklist is required for all new residential, commercial and industrial buildings and major renovations to existing non-historic structures. Major Renovations means an increase of conditioned space by 50%+ or removal of 50%+ of interior walls/ceilings.

**3. Pre-site inspection:**

I have submitted a request for a pre-site inspection \_\_\_\_\_Initials

**4. Property ownership:**

I will submit a copy of the Deed to show ownership if owner does not appear in the San Bernardino County Property Information Management System (PIMS). \_\_\_\_\_Initials