



## BUILDING PERMIT SUBMITTAL FORM

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please fill in applicable information below, and return this form to Building Division staff. Please provide any additional information you believe will assist the Building Division in processing your application, or ask for assistance.

**Applicant to complete below (check appropriate box for applicant)**

**Only Building Division to complete below**

<p><b>Job Site Address</b> _____ <b>Suite No.</b> _____</p> <p>Tract _____ Lot _____ APN# _____</p> <p><input type="checkbox"/> Owner's Name _____</p> <p>Mailing Address _____</p> <p>City, State, Zip _____</p> <p>Tel No _____</p>	<p style="text-align: center;"><b>Type of permit(s) requested</b></p> <p><input type="checkbox"/> Structural    <input type="checkbox"/> Plumbing    <input type="checkbox"/> Mechanical    <input type="checkbox"/> Electrical</p> <p>(Be sure to fill in the work sheet for each permit discipline)</p> <p>Occupancy _____ Type of Construction _____</p> <p>Proposed Work _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><input type="checkbox"/> <b>Architect/Designer's Name</b> _____ <b>License No.</b> _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Tel No _____</p>	<p><b>Special Conditions:</b> <span style="float: right;"><input type="checkbox"/> N/A</span></p> <p><input type="checkbox"/> Geological Condition                      <input type="checkbox"/> Post Tension Foundation</p> <p><input type="checkbox"/> Fuel Modification Area                      <input type="checkbox"/> Methane Barrier</p> <p><input type="checkbox"/> Special Fire Protection Area              <input type="checkbox"/> Methane Mitigation</p> <p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> <b>Engineer's Name</b> _____ <b>License No.</b> _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Tel No _____</p>	<p><b>Tenant Improvement:</b> <span style="float: right;"><input type="checkbox"/> N/A</span></p> <p>Type of Business _____</p> <p>Company Name _____</p> <p>Contact Person of Company _____</p> <p>Tel No _____</p>
<p><input type="checkbox"/> <b>Contractor's Company Name</b> _____</p> <p>Contractor License No. _____ Lic. Expiration date _____</p> <p>Contractor License Class _____</p> <p>Address _____</p> <p>City, State Zip _____</p> <p>Tel No _____</p> <p>Workers' Comp Insurance Carrier _____</p> <p>Workers' Comp Policy No. _____</p> <p>Expiration Date of Policy _____</p> <p>City Business License No. _____ City Business License Expire Date _____</p>	<p><b>Square footage:</b></p> <p>Dwelling: _____ Attached Garage: _____</p> <p>Addition: _____ Alteration: _____</p> <p>Deck: _____ Attached Patio Cover: _____</p> <p>Reroof : _____ (sq) Gazebo : _____</p> <p>Detached Accessory structure: _____</p> <p>Pool / Spa: _____ / _____</p> <p>Fence/Retaining wall : _____ (linear feet)</p> <p>Tenant Improvement (existing/alterd) _____ / _____</p> <p>Office: _____ Warehouse: _____</p>

Other: \_\_\_\_\_

City Hall Staff use below only

Submittal Checklist

**Building Division** Contact (714) 961-7120

- Two sets of complete plans including site plan, architectural, structural, plumbing, mechanical, and electrical plans
- One copy of site plan for Engineering Dept       N/A
- Two sets of Structural Calculations                       N/A
- Two sets of Energy Documentation                       N/A
- One copy of a Soil report                                       N/A
- One copy of an Asbestos report                               N/A
- Two copies of Hazardous Material Report               N/A
- Three copies Letter of Intent
- Site Plan with curb, gutter, sidewalk & sewer line shown
- One copy Covenant and Agreement for Maintenance of side Yards for Oversized Buildings with a site plan (Notarized)       N/A
- Accessibility compliance form reproduced on the plans with signatures       N/A

<p><b>Traffic Impact Mitigation</b></p> <p><b>Commercial Dev &amp; Improvement</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Industrial</li> <li><input type="checkbox"/> Commercial</li> <li><input type="checkbox"/> Office Use</li> <li><input type="checkbox"/> N/A</li> </ul> <p><b>Parks &amp; Recreation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pay Fee</li> <li><input type="checkbox"/> Exempt</li> <li><input type="checkbox"/> N/A</li> </ul>	<b>Planning Division</b> Contact (714) 961-7130		
	Conditional Use Permit (C.U.P.) Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Variance Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Design Review (D.R.) Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Administrative Adjustment (A.A.) Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Located in Special Fire Protection or Conditionally Excluded Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Downtown Redevelopment Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Comments:</i>			

<b>Planner's name and date</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Eastern Corridor                      <input type="checkbox"/> N/A</li> <li><input type="checkbox"/> Sewer Connection/OCSD              <input type="checkbox"/> N/A</li> </ul> <p><b>Traffic Impact Mitigation</b>              <input type="checkbox"/> N/A</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SFD    <input type="checkbox"/> exempt</li> <li><input type="checkbox"/> TTM vested prior to 7/93              <input type="checkbox"/> exempt</li> <li><input type="checkbox"/> TTM less than 21 parcels              <input type="checkbox"/> exempt</li> <li><input type="checkbox"/> TTM 21 or more parcels</li> <li><input type="checkbox"/> Comm'l Dev/Improv (REF: Planning)</li> </ul>	<b>Public Works Department</b> Contact (714) 961-7170		
	Located within a Special Flood Hazard Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Contact Engineering Division for requirements</b>		
	<i>Comments:</i>		

**Engineering staff's name and date**

AGENCY:	APPLICANT MUST CONTACT:	
<b>Department of Oil and Gas and Geo-thermal Resources</b> <a href="http://www.conservation.ca.gov/DOG/general_info/construction_site_review.htm">http://www.conservation.ca.gov/DOG/general_info/construction_site_review.htm</a> Review and approval required for oil well location	DOGGR (714) 816-6847	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Orange County Fire Department</b> Approval is required for <input type="checkbox"/> Residential Site Review <input type="checkbox"/> Methane Mitigation	OCFA (714) 573-6100	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>South Coast Air Quality Management District / Asbestos Report</b>	SCAQMD (909) 396-2001	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Orange County Health Department</b>	OCHD (714) 433-6000	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Placentia-Yorba Linda School District</b> School Fees are required for 500 SF or more of additional square footage (not alterations)	PYLSD (714) 985-8440	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Yorba Linda Disposal</b> Approval required for new trash enclosure location/access	YLD (714) 630-8610	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Yorba Linda Water District</b> Approval required for <input type="checkbox"/> New sewer line <input type="checkbox"/> Other	YLWD (714) 701-3000	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Orange County Sanitation District</b> Approval required for <input type="checkbox"/> Grease trap <input type="checkbox"/> Sand or Oil Interceptor/Clarifier and/or Separator	OCSD (714) 962-2411	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other:</b>	OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Applicants MUST DIRECTLY CONTACT all above departments, divisions, agencies and districts having jurisdiction in order to facilitate review, approval and fee assessment prior to the issuance of a Building permit.**