



111 E. COMMERCIAL STREET  
 WILLITS, CALIFORNIA 95490  
 (707) 459-4601 TEL  
 (707) 459-1562 FAX

DATE RECEIVED:

APPLICATION NUMBER:

**BUILDING PERMIT APPLICATION CHECKLIST, NEW CONSTRUCTION**

This information is required pursuant to Section 19825 of the Health and Safety Code of the State of California.

PROJECT INFORMATION				
PROJECT ADDRESS:			APN:	
PROJECT DESCRIPTION:			ZONING:	
			PARCEL AREA:	
			LIVING AREA:	
			GARAGE AREA:	
TOTAL VALUE:			DECK AREA:	
OWNER INFORMATION				
NAME:				
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	CELL:		FAX:	
EMAIL:				
APPLICANT INFORMATION:				
NAME:				
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	CELL:		FAX:	
EMAIL:				
CONTRACTOR INFORMATION:				
NAME:				
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	CELL:		FAX:	
EMAIL:		CA. LIC #		
DESIGN PROFESSIONAL (Arch/Engineer)				
NAME:				
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	CELL:		FAX:	
EMAIL:		CA. LIC #		
SUBMITTAL REQUIREMENTS				
PLANS:	Submit two (2) complete sets of plans and specifications for single family residential construction or five (5) complete sets of plans and specifications for multi-unit residential or commercial projects. See Building Plan Submittal Requirement sheet attached.			
AQMD RELEASE:	Projects involving demolition of existing structures require an ASBESTOS DEMOLITION NOTIFICATION AND RELEASE FORM approved by the Mendocino County Air Quality Control District before permit is issued. See form (ADRN 2791) attached.			

\_\_\_\_\_  
 Signature of Owner / Agent

\_\_\_\_\_  
 Date

**DEPARTMENT REVIEW**

City Staff Use Only

**PLANNING:**

No Comments \_\_\_\_\_  
(Dept) Signature Date

Comments/Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Dept) Signature Date

**BUILDING:**

No Comments \_\_\_\_\_  
(Dept) Signature Date

Comments/Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Dept) Signature Date

**PUBLIC WORKS:**

No Comments \_\_\_\_\_  
(Dept) Signature Date

Comments/Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Dept) Signature Date

**SEWER:**

No Comments \_\_\_\_\_  
(Dept) Signature Date

Comments/Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Dept) Signature Date

**WATER:**

No Comments \_\_\_\_\_  
(Dept) Signature Date

Comments/Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Dept) Signature Date

**FIRE DISTRICT:**

No Comments \_\_\_\_\_  
(Dept) Signature Date

Comments/Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Dept) Signature Date

**POLICE DEPT :**

No Comments \_\_\_\_\_  
(Dept) Signature Date

Comments/Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Dept) Signature Date

**FEES**

- Building Permit Application Fee, \$ \_\_\_\_\_
- Planning review, \_\_\_\_\_
- Sewer connection, \_\_\_\_\_
- Water connection, \_\_\_\_\_
- Building Permit, \_\_\_\_\_
- Grading Permit, \_\_\_\_\_
- Encroachment Permit, \_\_\_\_\_
- School Impact Fee, \_\_\_\_\_
- Building Standards Fee, \_\_\_\_\_

