



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Project Conformity Review Application

Pacific Design Center

Please look carefully through the following list and, to the best of your ability, check ALL the activities and issues that you believe are applicable to your project. When you submit your application, the planner who receives it will review this page with you in detail. You will receive a copy to guide you through city permit processes.

ALTHOUGH THIS FORM IS DESIGNED TO GUIDE YOU THROUGH MOST CITY PROCESSES, THE SIGNATURE ON THIS FORM DOES NOT GUARANTEE THAT THESE ARE THE ONLY PERMITS THE CITY MAY REQUIRE OF YOU.

Does your project involve:	√	You will need the following City agency approvals, permits, or licenses (to be completed by staff):
Change of occupancy or any alteration of building (possible need for compliance with Title 24 - California accessibility standards)?		<input type="checkbox"/> Check first with Building and Safety
New Business, or takeover of existing business?		<input type="checkbox"/> Finance (Bus. License Tax) <input type="checkbox"/> Business License (Code Compliance)
Business open during any of the hours between 2:00 a.m. and 6:00 a.m.?		<input type="checkbox"/> Extended hour Business License (Planning)
Alcoholic beverage service?		<input type="checkbox"/> MCUP (Planning)
Outdoor Dining?		<input type="checkbox"/> Development Permit (Planning)
Signage (new or replacing)?		<input type="checkbox"/> Sign Permit (Planning)
Changes to the exterior of the building?		<input type="checkbox"/> HPC Cert. of Appropriateness
Driveway alteration?		<input type="checkbox"/> DOT (Engineering and Transportation)
Loading zone outside of lot lines of property?		<input type="checkbox"/> DOT (Parking)
Permanent activity on the public right-of-way (sidewalks, streets, alleys) such as storage of construction debris, parking of vehicles, or other activities?		<input type="checkbox"/> DOT (Engineering) <input type="checkbox"/> Landscaping
Temporary activity on the public right-of-way (sidewalks, streets, alleys) such as storage of construction debris, parking of vehicles, or other activities?		<input type="checkbox"/> DOT (Engineering) <input type="checkbox"/> Landscaping
Valet Parking?		<input type="checkbox"/> Business License for Valet Co.
Valet requiring use of on street parking spaces?		<input type="checkbox"/> DOT (Engineering and Parking)
Valet parking to off-site parking lot(s)?		<input type="checkbox"/> DOT (Transportation)
Location in a Flood Hazard Zone?		<input type="checkbox"/> DOT (Engineering)
Alterations to or initiation of trash/recycling schedule or arrangements?		<input type="checkbox"/> Environmental Services
List any other activity involved in your project that you have questions about: _____ _____ _____		<input type="checkbox"/>

*In addition to any agencies determined by this review, all Project Conformity Reviews are subject to approval by the City's Building and Safety Division.

Signatures: Applicant _____ Planner _____