



DEVELOPMENT PERMIT APPLICATION

MANUFACTURED HOME – YES NO

PROPERTY OWNER / APPLICANT INFORMATION

LANDOWNER'S NAME: _____ ASSESSOR'S PARCEL #: _____

LANDOWNERS MAILING ADDRESS: _____ PHONE #: _____

APPLICANTS NAME & ADDRESS: _____ PHONE #: _____

PROJECT ADDRESS: _____ # OF EXISTING DWELLINGS: _____

DETAILED PROJECT DESCRIPTION: _____

ELECTRICAL: ____ PLUMBING: ____ MECHANICAL: ____ BUILDING USE: _____ OWNER EMAIL: _____

I HEREBY AFFIRM UNDER PENALTY OF PERJURY THAT THE INFORMATON PROVIDED HEREIN IS TRUE AND CORRECT:

SIGNATURE: _____ DATE: _____

CONTRACTOR INFORMATION

CONTRACTOR NAME: _____ PHONE #: _____

CONTRACTOR ADDRESS: _____ LICENSE #: _____ CLASS: _____

CONTRACT PRICE: \$ _____ EMAIL: _____ WORKERS COMP: YES: ____ NO: ____

APPLICANT TO CONTACT ALL DEPARTMENTS BELOW FOR ANY REQUIREMENTS PRIOR TO APPLYING FOR A BUILDING PERMIT

PLANNING DIVISION

APPLICATION #: _____ FLOOD ZONE: _____ FLOOD MAP #: _____

ZONING: _____ REQUIRED SETBACKS: FRONT: _____ SIDE: _____ REAR: _____ HEIGHT: _____

PLOT PLAN/ SITE PLAN APPROVAL: YES: _____ NO: _____ COMMENT: _____

AGRICULTURAL STATEMENT: YES: _____ NO: _____ COMMENT: _____

PERMITTED USE IN ZONE: YES: _____ NO: _____ COMMENT: _____

APPROVED FOR ISSUANCE BY: _____ DATE: _____

ENVIRONMENTAL HEALTH DEPARTMENT

PROJECT COMPATIBLE WITH WELL: YES: _____ NO: _____ N.F.A.R.: _____

PROJECT COMPATIBLE WITH SEWAGE DISPOSAL SYSTEM: YES: _____ NO: _____ N.F.A.R.: _____

COMMERCIAL FOOD FACILITY PLANS APPROVED: YES: _____ NO: _____ N.F.A.R.: _____

APPROVED FOR ISSUANCE BY: _____ DATE: _____

PUBLIC WORKS DIVISION

PROJECT HAS BEEN SUBMITTED FOR REVIEW AND APPLICANT HAS APPLIED FOR THE FOLLOWING PERMITS:

APPLICATION #: _____

ENCROACHMENT: _____ IMPROVEMENT PLAN CHECK: _____ IMPROVEMENT INSPECTION: _____ LANDLEVELING: _____

APPROVED FOR ISSUANCE BY: _____ DATE: _____

AIR POLLUTION CONTROL DISTRICT

COMMERCIAL CONSTRUCTION AND ANY WORK WHICH WILL EMIT AIRBORNE PARTICULATES MUST BE CLEARED THROUGH THE DEPARTMENT OF AIR POLLUTION CONTROL IN CONNECTION WITH POLLUTION CONTROL REGULATIONS.

APPROVED FOR ISSUANCE BY: _____ DATE: _____

FIRE AUTHORITY

(NAME OF DISTRICT) FIRE DISTRICT HAS REVIEWED AND APPROVED THIS APPLICATION FOR DEVELOPMENT PERMIT

APPROVED FOR ISSUANCE BY: _____ DATE: _____

PRIOR TO APPLYING FOR A BUILDING PERMIT APPLICANT TO CONTACT ALL DEPARTMENTS ABOVE FOR ANY REQUIREMENTS

BUILDING INSPECTION DIVISION

APPLICATION #: _____ PLOT PLAN REQUIRED: YES: _____ NO: _____

OF PLANS TO BE FURNISHED: _____ DESIGN OCC. LOAD: _____ CONST. TYPE: _____ OCCUPANCY: _____

SCHOOL FEES REQUIRED: YES: _____ NO: _____ SCHOOL DISTRICT: _____ AMOUNT: _____

APPROVED FOR ISSUANCE BY: _____ DATE: _____

How do I get a Building Permit?

First – Prepare!

Prior to submitting for a building permit, check with the following departments. If requirements of other departments cannot be met, a building permit will not be issued.

1. Check Planning/Zoning regulations and fees.

Prior to submitting for a building permit, you will need to contact the Planning Department staff in order to determine if your property is zoned for the type of project you want to do and for any permits and fees involved at Planning@countyofglenn.net.

2. Check Environmental Health regulations and fees.

Prior to submitting for a building permit, contact the Environmental Health Department in order to determine if there are regulations that may affect your project and for any permits and fees involved at Environmental@countyofglenn.net.

3. Check Public Works regulations and fees

Prior to submitting for a building permit, contact the Public Works Department to determine if there are regulations that may affect your project and for any permits and fees involved publicworks@countyofglenn.net.

4. Check Air Pollution Control District regulations and fees

Prior to submitting for a building permit, contact the Air Pollution Control District to determine if there are regulations that may affect your project and for any permits and fees involved at APCD@countyofglenn.net.

5. Check with your Fire Authority regulations and fees

Prior to submitting for a building permit, contact your Fire Authority to determine if there are regulations that may affect your project and for any permits and fees involved.

6. Check your flood zone

Check your flood zone at: [FEMA Map Service Center](#) If your project is in a flood zone there will be additional FEMA requirements and costs that may affect your project.

7. Prepare Application Forms, Plans and Supplemental Documents

Prepare a complete building permit application using the **Building Permit Application Completeness Checklist**. All required documents must be submitted together as a **complete package**. **Incomplete submittals will not be accepted**. Contact the Building Department to determine if there are regulations that may affect your project and for any fees involved.

Ready to Apply?

Apply

After contacting the above departments and confirming your project will be able to proceed, you will need to gather the development permit application, plans and all supplemental documents (See #7 above). All plans and supplemental documentation are to be provided digitally to gcbuilding@countyofglenn.net.

Pay intake fees

Once plans have been screened for completeness, building department staff will notify you of the plan review fee cost.

Plan Check Review

County and/or outside agency staff review your project to check that it is complete and complies with code requirements. If being reviewed by the outside agency, instructions will be provided on how and where to download your plans for review. If corrections are required, resubmit your plans and documents as instructed by either the County building division or outside agency.

Final Building Permit payment

Once all county departments have approved the project, building department staff will notify you of the final building permit fees due.

Permit Issuance

Permits may be signed by the property owner (with completion of the Owner-Builder form), the authorized agent for the property owner (with completion of the Owner-Builder form), Licensed contractors and an authorized agents for the licensed contractor (if agents has provided a current letter of authorization from the contractor). Instructions will be given on how to download your approved permit, plans and other documentation.