



# DEVELOPMENT PERMIT APPLICATION

**MANUFACTURED HOME – YES NO**

## PROPERTY OWNER / APPLICANT INFORMATION

LANDOWNER'S NAME: \_\_\_\_\_ ASSESSOR'S PARCEL #: \_\_\_\_\_  
 LANDOWNERS MAILING ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 APPLICANTS NAME: \_\_\_\_\_ 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 INFORMATION 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](mailto: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](mailto: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](mailto: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](mailto: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 home 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](mailto: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.