

PERMIT APPLICATION WORKSHEET

Read and Complete ALL Applicable Information.
PLEASE PRINT CLEARLY



CITY OF NOVATO
CALIFORNIA

1. Job Address _____

2. Parcel # _____

3. Detailed Job Description

New Application Revision to Current Permit #: _____

Resubmittal: 1, 2, 3, Other: _____

Describe Work to be Done: _____

4. Valuation of Work \$ _____ (Labor & Materials)

5. Applicant

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email address: _____

I would like to receive plan check comments via email

6. Owner of Property or Commercial Lessee

Same as Applicant

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email: _____

7. Architect or Engineer

Name _____

Lic. # _____ Exp. Date ____ / ____ / ____

Address _____

City _____ State _____ Zip _____

Email: _____

8. Designer

Name _____

Address _____

City _____ State _____ Zip _____

Email: _____

9a. Owner/Builder:

Yes No Are you applying as Owner-Builder? If so, please provide Owner-Builder Form.

9b. Contractor

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with § 7000) of Division 3 of the Business and Professions Code and my license is in full force and effect.

Business Name _____

CSLB. # _____ Class _____ Exp. Date ____ / ____ / ____

Novato Bus. Lic. # _____

Address _____

City _____ State _____ Zip _____

Phone # _____ FAX # _____

Email address: _____

10. Job Type

1. Single Family Res. 5. Retail/Commercial 9. Plumbing

2. ADU 6. Industrial 10. Electrical

3. JDU 7. Office 11. Other

4. Multi-Family Res. 8. Mechanical

1. Yes No Does the project involve modifying the existing structure?

2. Yes No Will the project increase the footprint or volume of condition space of the existing structure? If so, please provided the details on the changes:

Existing Building Area _____ sq ft

Proposed Building Area _____ sq ft

Total Building Area _____ sq ft

% of Existing Structure Affected _____ sq ft

3. Yes No Does the project involve framing or structural work?

4. Yes No Does the project involve accessibility?

5. Yes No Does the project involve electrical work?

6. Yes No Does the project involve mechanical work?

7. Yes No Does the project involve plumbing work?

8. Yes No Has construction started? If so, When? _____

9. Yes No Has construction been completed? If so, When? _____

10. Yes No Do you have an open Code Enforcement Case?

11. Permit Worksheet Declaration

I certify I have read this application & state the above information is correct. I agree to comply with all City ordinances and state laws relating to building construction.

I understand this application does not grant me the authority to start construction and that construction shall only proceed after a permit is issued by the City.

I understand once a permit is issued, all work must be inspected and approved before placing concrete or concealing framing, electrical, plumbing, or mechanical work and a final inspection and certificate of occupancy must be obtained prior to occupancy and clearance for connection of utilities.

I acknowledge this application is subject to the fees published in the City's current building fee schedule and that charges related to the administration, review, and inspection of the property will accrue at submission of this application and will pay **ALL FEES at time of application**, in order for the application to be deemed complete.

I acknowledge and release the city from any liability and hold harmless for any project delays or additional costs related to errors and omissions contained within this application and the associated supporting documentation.

I acknowledge that if I am found in violation of any of these provisions or disclosures I will be subjected to penalties.

12. Applicant's Signature

Print Name _____

Applicant's Signature _____

Date _____