



# PERMIT APPLICATION WORKSHEET COMMERCIAL & MULTI-FAMILY

Read and complete **all** applicable information.  
Email completed application to [permitcenter@novato.org](mailto:permitcenter@novato.org)

**Job Address** \_\_\_\_\_ **APN** \_\_\_\_\_

Multi-Family - R2  Commercial  Retail  Industrial  Office  Other \_\_\_\_\_

Fire Sprinklers Installed:  Yes  No  Revision B

## Scope of Work

**Provide detailed description in text box below**

Electrical  Mechanical  Plumbing  Reroof  New Construction  Remodel  Tenant Improvement

**Valuation of Work** \$ \_\_\_\_\_ (Labor & Materials) **Additional Valuation** \$ \_\_\_\_\_ (Revisions only)

- This project involves modification to existing structure.
- This project involves framing or structural work.
- This project will increase the footprint/ volume of the conditioned space in the existing structure.  
Existing Building Area \_\_\_\_\_ Proposed Building Area \_\_\_\_\_

Are any of the following trades involved in your project?

Mechanical  Electrical  Plumbing

- This project involves installing/ replacing a mechanical package unit.

Existing Unit Weight \_\_\_\_\_ Proposed Unit Weight \_\_\_\_\_

- This project involves accessibility.



# PERMIT APPLICATION WORKSHEET COMMERCIAL & MULTI-FAMILY

Read and complete **all** applicable information.

## Contact Information

### Applicant

Owner  Permit Agent  Contractor  Architect  Engineer  Other \_\_\_\_\_

Name \_\_\_\_\_

Business Name \_\_\_\_\_ CSLB # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

I would like to receive plan comments

### Owner

Same as Applicant

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

### Contractor

Same as Applicant

Business Name \_\_\_\_\_ CSLB # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

### 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**, 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.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

# Waste Management Plan (WMP) for Recycling & Reuse

Small Projects, as defined on Page 2. (Complete Sections 1 & 2) Sign and Date Form.  
For New Construction, Alterations & Additions

If using Novato disposal Debris Box or Recycling Contractor:

**Yes** (Fill out Part 1 Only)

**No** (Fill out Part 1 & Part 3 at Final)

**Part 1: Project Overview**

Job address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Contractor's Phone Number: \_\_\_\_\_

Waste Hauler or Recycling contractor \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Part 2: Small Projects**

HVAC  Water Heater  Windows  Reroof  Small Projects (see pg. 2)

**Part 3: Material Generation & Recycling – Complete for FINAL (Not required for small projects)**

1. Total volume or weight of construction or demolition debris, by type:

Construction Actual Final Weight \_\_\_\_\_

Demolition Actual Final Weight \_\_\_\_\_

2. Volume or weight or description of materials that can feasibly be diverted via reuse:

Actual Weight \_\_\_\_\_

Description of Materials for reuse \_\_\_\_\_

3. Facility/Facilities receiving materials: \_\_\_\_\_

4. Final Inspection Requirements:

- Receipt from waste hauler or recycling contractor
- Redwood Landfill receipts **MUST** have their Recyclable C & D stamp for acceptance by City of Novato
- Waste Management Plan Form submitted with required receipts

**PENALTY OF PERJURY STATEMENT**

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for revocation of the building permit.

Signature \_\_\_\_\_  Owner  Contractor Date: \_\_\_\_\_

**City of Novato Approved Waste, Recycling or Reuse Facilities for self-hauling:**

**Receipts will be accepted from these approved recycling or reuse facilities:**

1. Redwood Land fill*	8950 Redwood Highway, Novato, CA	415-892-2851
2. Marin Resource Recovery Center	565 Jacoby Street, San Rafael, CA	415-485-5646
3. Global Materials Recovery Service	3911 Santa Rosa Avenue, Santa Rosa, CA	707-585-0511
4. Alco Iron & Metal	321 Azur Drive, Vallejo, CA	707-562-1107

\*Redwood Landfill receipts MUST have their Recyclable C&D Stamp to the accepted by the City of Novato

**CITY OF NOVATO CONSTRUCTION & DEMOLITION  
WASTE RECOVERY ORDINANCE  
INFORMATION BULLETIN  
Community Development Department, Building Division**

Many of the materials generated from your project can be successfully diverted from the landfill through recycling or reuse. You are required to recycle or reuse at least 65% of these materials. The building official may impose a fine for failure to comply with this condition. Diversion must comply with CALGreen Sections 4.408 for Residential Structures or 5.408 for Non-Residential Structures & Novato Municipal Code Section 4-12.

**COVERED PROJECTS:** Per City of Novato Municipal Code Section 4-12, every construction, demolition, and renovation project within the City of Novato.

**SMALL PROJECT Permits**, such as minor plumbing upgrades or electrical service upgrades, additional circuits/receptacles/light fixtures or mechanical residential ventilation fans, fireplace inserts or building – Add skylight, repair exterior siding. Compliance to be by completion of the Penalty of Perjury statement. On Page 1

The goal is to divert, by recycling or reuse, 65% or more of the scrap materials (by weight) from the project. A waste management plan (WMP) must be completed before your construction or demolition permit will be issued.

**COMPLIANCE BY USE OF WASTE HAULER**

Submittal of receipts from State licensed recycling/reuse facilities (see list below) or waste hauler who takes materials to these facilities is required for compliance. Compliance is required as a condition of approval for a building permit and for final approval and/or occupancy of the building.

**COMPLIANCE BY SELF HAULER**

Collect and attach all receipts or reports for disposal and recycling from State licensed facility. In Part 2 of this document fill in the actual disposal and diverted weight for each material. Using the actual weights, calculate the diversion rate for your final submittal.