



# NEW BUILDING PERMIT APPLICATION

Building Division, Community & Economic Development Department  
1666 N. Main Street, Walnut Creek, CA 94596  
Tel.: (925) 943-5834; Fax (925) 256-3500

### Permit Staff Use Only

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Permit #: \_\_\_\_\_

Project Address: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Cost of Construction (Valuation) \$ \_\_\_\_\_ ( Valuation = Labor + Materials)

Project Details: \* "X" where applicable

Residential (Single Family /Duplex)  Commercial (Multi-family/All others)

New Construction  Addition  Alteration  Sign  Awning  Partial Demo  Full Demo

ADU –Detached (N)  ADU –Detached (E)  ADU– Attached (N)  ADU-Attached (E)

\* Please see other side of the page for Solar, Pool & SPA and Re-roof Permits Required Information

New Conditioned area \_\_\_\_\_ sq.ft. Construction area: \_\_\_\_\_ sq.ft. Demo area: \_\_\_\_\_ sq.ft.

#### Scope of work Involve Following Trade:

Building work : Yes  No

Mechanical work : Yes  No

Electrical work : Yes  No

Plumbing work: Yes  No

#### Plan Review Request:

Regular Review : Yes  No  Expedite Review: Yes  No  (check with staff if available)

Commercial Express Review: Yes  No  (Scheduled appointment only– Check city Website)

#### No. of Constructions Documents:

Drawings: \_\_\_\_\_ structural calcs.: \_\_\_\_\_ Truss Calcs. \_\_\_\_\_ Soil Report \_\_\_\_\_

Title 24 Report: \_\_\_\_\_ other docs.: \_\_\_\_\_

Total no. of sheets in the each : 8 1/2" x 11" \_\_\_\_\_ Larger \_\_\_\_\_

#### Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Contractor:

Company: \_\_\_\_\_

Lic.#: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### As the Applicant of this project, I agree to the following:

1. The Permit Holder is aware and authorizes the submittal of this revision application.
2. The information and the statements given on this application, drawings and specification are true and correct, to the best of my knowledge.

Applicant's Name: \_\_\_\_\_ Company: \_\_\_\_\_

Lic.#: \_\_\_\_\_  ARCHITECT  ENGINEER  OTHER: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Intake Staff Only

Building Staff Initials: \_\_\_\_\_

Class Code:

434—Residential

437—Commercial TI

Occupancy Type: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Sprinklered: Yes  No

OSHPD 3 Yes  No

Verified: Yes  No

BLD Fee: Yes  No

Mech. Fee: Yes  No

Elect. Fee: Yes  No

Plumb. Fee: Yes  No

Worked without permit fee

Yes  No

Verified: Yes  No

Verified: Yes  No

No. of Photocopies: \_\_\_\_\_

Signed Contract. Yes  No

Fire Dept. App Yes  No

Sanitary App. Yes  No

Health App. Yes  No

Waste Mgt. Yes  No

Special Insp. Yes  No

#### Review Status:

Approved

Cond. Approved

Take in for Plan Check

BLD	PLN	ENG	TE	ARB

<b>POOL &amp; SPA</b>	<input type="checkbox"/> Residential <span style="margin-left: 300px;"><input type="checkbox"/> Multi-Family or Commercial</span>	<b>INTAKE STAFF USE ONLY</b>
	<input type="checkbox"/> New <span style="margin-left: 100px;"><input type="checkbox"/> Remodel</span> <span style="margin-left: 100px;"><input type="checkbox"/> Demolition</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input type="checkbox"/> Pool <span style="margin-left: 100px;"><input type="checkbox"/> Spa</span> <span style="margin-left: 100px;"><input type="checkbox"/> Pool &amp; Spa</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is the SPA : <span style="margin-left: 100px;"><input type="checkbox"/> Fixed</span> <span style="margin-left: 100px;"><input type="checkbox"/> Portable</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>SOLAR</b>	<input type="checkbox"/> Residential <span style="margin-left: 300px;"><input type="checkbox"/> Multi-Family or Commercial</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input type="checkbox"/> Solar Collector <span style="margin-left: 100px;"><input type="checkbox"/> Photovoltaic</span> <span style="margin-left: 50px;">Solar Panel Area: _____sq.ft.</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are the panels being placed on a new structure? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 50px;">Size of the System: _____ KW</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>RE-ROOF</b>	<input type="checkbox"/> Residential <span style="margin-left: 300px;"><input type="checkbox"/> Multi-Family or Commercial</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is this Project : <input type="checkbox"/> Tear-off <span style="margin-left: 150px;"><input type="checkbox"/> Overlay</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	Demolition Area: _____sq.ft. <span style="margin-left: 100px;">Old Material: _____</span> <span style="margin-left: 100px;">Weight: _____</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	Re-Roof Area: _____sq.ft. <span style="margin-left: 100px;">New Material: _____</span> <span style="margin-left: 100px;">Weight: _____</span>	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are there mechanical on the roof? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are there solar panels on the roof? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
	How many stories in the building? _____	Verified Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>OFFICE USE ONLY — PLANNING and ENGINEERING REVIEW</b>		
<b>PLANNING</b>	Duty Planner: _____	
	Associated Y # : <input type="checkbox"/> Yes <input type="checkbox"/> No Y# _____ Project planner: _____	
	Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Take in for review & Route to: _____	
	Final Inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	Planning PC Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Planning PC Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No	ADU: <input type="checkbox"/> Yes <input type="checkbox"/> No
	<u><b>Plan Reviewer Notes:</b></u> Zoning: _____ Meet Zoning Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No DR Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Discretionary Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	
<b>ENGINEERING</b>	Duty Engineer/ Technician: _____	
	Associated SDP # : <input type="checkbox"/> Yes <input type="checkbox"/> No SDP # _____ Project Engineer: _____	
	Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Take in for review & Route to: _____	
	Final Inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	Planning PC Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Engineering PC Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No	ADU: <input type="checkbox"/> Yes <input type="checkbox"/> No
	<u><b>Plan Reviewer Notes:</b></u> Project in the Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Flood Zone: _____ SDP Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Discretionary Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Encroachment Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Encroachment Agreement Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<u><b>Drainage District Information:</b></u> Code: _____ Area: _____ Rate: _____ Fee: \$ _____	