

Instructions for Completing Worksheet

(Please mark all not applicable sections N/A.)

1. **Job Address:** Location where work is to be performed.
2. **Lot #:** Applicable for new subdivisions.
3. **Parcel #:** Assessor's Parcel Number shown on deed or tax bill.
4. **Subdivision:** Name if an undeveloped lot split or new subdivision.
5. **Owner of Property or Commercial Lessee:** Name of property owner or commercial lessee where work is to be performed.
6. **Contractor:** If not owner/builder, this information **must be completed** before permit can be issued.
7. **Workers' Compensation:** If not owner/builder or exempt, this information **must be completed** and proof of insurance must be provided at time of application submittal. If exempt, initial applicable section.
8. **Owner/Builder Declaration:** If owner/builder, check appropriate declaration.
9. **Architect or Engineer:** Complete if applicable.
10. **Applicant's Signature:** Designate who the applicant is and sign and date. Unsigned and undated applications will not be processed. (Permits can only be issued to owner/lessee or licensed contractor.)
11. **Job Description:** Check type of work to be performed and give a brief description.
12. **Job Type:** Designation of type of work to be performed.
13. **Job Scope:** All areas applicable must be completed.
14. **Valuation of Work:** The market rate to perform the work including labor and materials. Valuation will be confirmed by Building staff.
15. **Planning Entitlements Approved:** Provide project number and approval date from Planning Division. If still pending, please state on comment line.

All new construction must meet 2010 Uniform Building Code requirements. Plan checking will not begin until all necessary documents are received.

Items to be Included in Your Submittal: Three sets Arch/Struct (minimum scale 1/4"=1') and Site Plans (minimum scale 1"=20'), two sets Title 24, and two sets Soils Reports must be submitted for most major construction. Some minor permits may require the same.

(Minimum plan size 8½" x 11", Maximum plan size 24" x 36")

ALL TITLE BLOCKS ON THE FIRST SHEET OF PLANS MUST HAVE THE FOLLOWING INFORMATION:

- | | |
|---|---|
| • Job Address | • Existing Square Footage (If applicable) |
| • Job Assessor's Parcel Number | • Date of Preparation |
| • Owner's or Lessee's Name | • Prepared by <u>(Name of Person Drawing Plans)</u> |
| • Square Footage of Proposed
(If applicable) | |

PERMIT WORKSHEET

Read and Complete ALL Applicable Information.
PLEASE PRINT

1. Job Address _____

2. Lot # _____ 3. Parcel # _____

4. Subdivision _____ Zoning _____

5. Owner of Property or Commercial Lessee

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ FAX # _____

Email address: _____

6. 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 _____

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

Novato Bus. Lic. # _____

Address _____

City _____ State _____ Zip _____

Phone # _____ FAX # _____

Email address: _____

7. Workers' Compensation

I hereby affirm that I have a certificate of consent to self insure or a certificate of Workers' Compensation Insurance (§ 3800, Lab. C).

Insurance Co.: _____

Policy # _____

Insurance Expiration Date ____/____/____

For City Use Only:

If Exempt, Initial Here _____

8. Owner/Builder Declaration

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale.

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project.

9. Architect or Engineer

Name _____

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

Address _____

City _____ State _____ Zip _____

Phone # _____ FAX # _____

Email address: _____

10. Applicant's Signature

Applicant is:

☐ Owner ☐ Contractor ☐ Architect/Engineer

☐ Lessee ☐ Other

Print Name _____

Applicant's Signature _____

Date _____



City of Novato
Dept. of Community Development
Building Division
922 Machin Avenue
Novato, CA 94945
(415) 899-8989

Permit # _____

11. Job Description

☐ New ☐ Remodel ☐ Int and/or ☐ Ext ☐ Addition

☐ Repair ☐ Demolition ☐ Other

Describe Work to be Done _____

12. Job Type

☐ Single Family Res. ☐ Multiple Family Res.

☐ Retail/Commercial ☐ Industrial ☐ Office

☐ Restaurant ☐ Retaining Wall ☐ Reroof

☐ Plumbing ☐ Electrical ☐ Mechanical

13. Job Scope

Sq. Ft. of Addition/New _____ Garage Sq. Ft. _____

of Bedrooms Addition/New _____

of Stories _____ Deck Sq. Ft. _____

Retain. Wall Lin. Ft. _____ Other _____

14. Valuation of Work

\$ _____

15. Planning Entitlements Approved

☐ Use Permit Date _____ Project # _____

☐ Design Review Date _____ Project # _____

☐ Tentative Map Date _____ Project # _____

☐ Final Map Date _____ Project # _____

☐ Other _____

Comments _____

Permit Deposit

Date	Amount	Receipt #	By	Account #

Conditions of Approval/Notes

Approval

Department	Signature	Date
Planning		
Bldg/Engineering		
Building		
Police		
Fire Dist.		
Other		

☐ Check here if you prefer e-mail contact regarding this permit.

For Office Use Only

Permit # _____

Fee Item List

C5	Building Permit	_____	C7	Plan Storage Flat \$3.90	_____
E4	Electrical Permit	_____		.30 X _____	_____
E4	Mechanical Permit	_____		\$1.25 X _____	_____
E4	Plumbing Permit	_____			_____
	Permit Subtotal	_____	E2	Planning Plan Check for Bldg.	_____
C6	Addnl. Bldg. Plan Check Fees	_____	7P	Planning Plan Check - Consult.	_____
GB	Admin Fee - Consultant Contracts	_____	E3	Planning Site Inspection	_____
AZ	Afford. Housing In-Lieu Fees	_____	D1	Residential Development Tax	_____
GL	Application Review Deposit	_____	C9	Seismic for Commercial	_____
LP	Bldg. Eng. Plan Check - Consult.	_____	C9	Seismic for Residential	_____
F1	Bldg. Eng. Plan Check/Site/Struct	_____	DQ	Fire Facilities Fee (Residential)	_____
F1	Bldg. Eng. Site Inspection	_____		Devel. Impact Fee (Res. @ Final)	_____
E6	Bldg. Investigation Fee	_____	DQ	Fire Facilities Fee (Comm. @ issuance)	_____
		_____		Devel. Impact Fee (Comm. @ issuance)	_____
C6	Building Plan Check	_____	FX	Art-in-Lieu Fee	_____
GT	Crime Prevention	_____			_____
F4	Deposit in Trust	_____	FH	1% Administrative Training Fee	_____
C8	Energy Plan Check	_____	HS	General Plan Surcharge	_____
D9	OSS - Bldg/Eng. Plan Check	_____	HT	Permit Auto Surcharge	_____
C6	OSS - Bldg. Plan Check	_____	KD	Green Building	_____
E2	OSS - Planning Plan Check	_____			_____
	Park Dev. Tax Dist. # _____	_____	Other	_____	_____

Other _____

Minor Construction Item List (Flat Fee Items)

Flat Fee Construction	Base	Total	Flat Fee Construction Permits	Base	Total
<input type="checkbox"/> Photovoltaic System - Res.	168.00	208.18	<input type="checkbox"/> Retaining Wall up to 50 LF	247.00	304.27
<input type="checkbox"/> Window Replacement 1 - 8	73.00	93.73	(Wood)		
<input type="checkbox"/> Window Replacement 9+	101.00	127.61	<input type="checkbox"/> Minor Kitchen	172.00	213.52
<input type="checkbox"/> Solar heating - water or pool	168.00	208.18	<input type="checkbox"/> Minor Bathroom # _____	172.00	213.52
<input type="checkbox"/> Deck 30" or Less	146.00	182.06	<input type="checkbox"/> Water Heater Res. up to 50 gal.	35.00	39.90
<input type="checkbox"/> Retaining Wall up to 50 LF	209.00	258.29	<input type="checkbox"/> Furnace Replacement	73.00	93.23
(Masonry)			<input type="checkbox"/> Furnace & AC Replacement (Res)	73.00	93.23
			<input type="checkbox"/> Reinstatement # _____	73.00	92.23

Permit Time Sheet and Review Information

Planning

Preliminary Approval _____ (Initials Only) Date _____
 Reject ☐ Yes ☐ No Date _____ By _____ (Initials Only)
 Time Spent _____ Date _____ Time Spent _____ Date _____