

## Marin County Building Permit Application

### PART A

#### Building Permit Applicant **QUICK SUBMITTAL** Form v. 12-7-20

This form must be completed in full in order for the application process to begin.

#### WHO WILL BE RESPONSIBLE FOR THIS APPLICATION (The *Submittal Applicant*)?

The individual named below shall be solely responsible for this application and shall serve as the single contact and responsible person in charge for coordinating and providing all items needed for processing and approving this application until the permit(s) associated with this application and project are issued.

- I am a: ☐ California Licensed Contractor  
☐ Property owner of the site address for this project  
☐ California licensed/registered design professional serving on behalf of the property owner

#### Submittal Applicant Contact Information:

Name \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Contact email \_\_\_\_\_

#### WHAT IS IT YOU'RE TRYING TO DO (Job Description)?

Provide a specific, detailed, and complete description of ALL scopes of work to be performed under this permit application, and the intended USE of each separate space or structure in the proposed project.

---

---

---

---

---

Are there any open/active Code Enforcement cases on this property? ☐ Yes ☐ No

If Yes, is this application to resolve an open/active case? ☐ Yes ☐ No

Does this structure have installed fire sprinklers? ☐ Yes ☐ No

## HOW MUCH IS THIS PROJECT GOING TO COST?

Provide the TOTAL contract amount, or dollar market value, for ALL scopes of work to be performed under this permit application.

\$ \_\_\_\_\_

## PROJECT DATA TABLE

<b>Check all that apply:</b>  <input type="checkbox"/> New Construction <input type="checkbox"/> New Addition <input type="checkbox"/> Change of Use/Conversion <input type="checkbox"/> Remodel Existing <input type="checkbox"/> Misc. Improvement <input type="checkbox"/> Repair Existing <input type="checkbox"/> Code Enforcement Case  * Not Including Remodeled Area (Proposed = Existing + Addition/New)		<b>Existing Sq. Ft.</b>	<b>Remodel Sq. Ft.</b>	<b>Addition/New</b>	<b>Total Proposed*</b>
	1 <sup>st</sup> Floor Dwelling Area				
	2 <sup>nd</sup> Floor Dwelling Area				
	3 <sup>rd</sup> Floor Dwelling Area				
	Total				
	Utility Area				
	Decks				
	Total				
	Total Impervious Area on Lot				

## ANY ADDITIONAL INFORMATION FOR PERMIT PROCESSING AND/OR PLAN REVIEW STAFF?

---

---

---

---

## CONSTRUCTION SITE ADDRESS

Address and Street \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_ Neighborhood/Locality \_\_\_\_\_

Assessor Parcel # \_\_\_\_\_ # of Dwelling Units \_\_\_\_\_

## PROPERTY OWNER CONTACT INFORMATION

Name \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

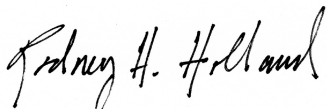
Contact Phone # \_\_\_\_\_ Contact email \_\_\_\_\_

**IMPORTANT! We *strongly* encourage property owners to consult their homeowner's association *prior* to submitting their building permit application to the County of Marin.**

## SUBMITTAL APPLICANT DECLARATION AND SIGNATURE

By my signature below, I certify, under penalty of perjury, to each of the following:

- The information I have provided in this Building Permit Applicant Quick Submittal Form is true and correct.
- I recognize this building permit application expires in 365 days if the permit is not issued.
- I agree to save, indemnify, and keep harmless the County of Marin against liabilities, judgments, costs, and expenses which may in any way accrue against said County in consequence of processing this permit application.

Submittal Applicant Signature  \_\_\_\_\_ Date \_\_\_\_\_

➤ Email this completed form, along with your completed  
Building Permit Application Submittal Deposit Authorization Form to:

[SubmitBuildingPermit@marincounty.org](mailto:SubmitBuildingPermit@marincounty.org)

Once your application is received by us and created in our permit tracking software, you will receive an email from [DoNotReplyMCCA@avolvecloud.com](mailto:DoNotReplyMCCA@avolvecloud.com) with a login link to ProjectDox allowing you to upload your plans and supporting documentation electronically. Plan review and approval will proceed electronically through ProjectDox online.

---

### *This Area for CDA Staff Use Only*

List all OMNIS Permit Tracking Numbers associated with this Applicant Submittal Form:

## **SIX HELPFUL TIPS to prepare you for success with ProjectDox!**

### **Tip 1 – Create a separate .Pdf file for each separate sheet of your 24” X 36” plan set**

Drawing files must be formatted to 24” X 36” size and must be submitted as .Pdfs

.Pdf files containing more than one 24” X 36” drawing sheet will be rejected, slowing the plan review approval process

### **Tip 2 – Name and number each .Pdf drawing sheet file created in Tip 1 (above) sequentially in the order you want them to appear within your plan set**

**Example:** 001 Title Sheet, 002 Site Plan, 003 Demolition Plan, 004 Floor Plan, etc. **IMPORTANT** --Once uploaded, you may not make any changes to a drawing file name. You may revise drawing content, as needed, during the plan review approval process, but you may not alter the name of any drawing file. Each drawing that is altered and re-uploaded must bear the identical name as originally uploaded in order for ProjectDox file versioning to function.

### **Tip 3 – Leave a specified blank space on each sheet for the Marin County Stamp**

The center point of our 3” X 3” stamp is located at each plan sheet coordinate exactly 6-1/2” up from the bottom edge of a 24” X 36” plan sheet and 6-1/2” in from the right edge of the 24” X 36” plan sheet. We do not have the ability to place our stamp in other locations, so to avoid having our stamp overwrite your drawing content, please ensure the area indicated above is kept entirely blank, for best results.

### **Tip 4 – When uploading, you must send each drawing file to the “Drawings” folder**

However, 8-1/2” X 11” supporting documents may be uploaded as multipage .Pdf files and must be sent to the “Documents” folder in ProjectDox.

### **Tip 5 – To successfully “Complete” your upload –make sure you check the box!**

After you are sure you have correctly numbered, named, and uploaded all your drawing files and supporting files to the correct folders in ProjectDox, make sure you click on the little check box “Upload task complete” that is located just above the “Upload Complete – Notify Marin County” button at the bottom of your ProjectDox screen.

### **Tip 6 – Look for further instructions via email from ProjectDox**

All plan review approval and permit processing communication will be sent to your email inbox from ProjectDox.