



Supplemental Submittal Form

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*During the COVID-19 crisis, the City of Yucaipa is no longer accepting over-the-counter submittals. To submit documents for review/approval, please first contact the applicable City department to confirm your readiness to submit. Submittals shall be divided into two (2) separate, sealed parcels. Parcel No. 1 shall contain documents submitted for review/approval and placed in the appropriate white drop box, and Parcel No. 2 shall contain the appropriate fee amount and placed in the payment drop box. Both drop boxes are located at the main entrance of City Hall. **Each parcel must contain a completed Supplemental Submittal Form in addition to the items being submitted.** Once submitted, the project will undergo a 72-hour quarantine period and will be processed as received by City staff upon completion of the 72-hour quarantine period.*

WHICH DEPARTMENT ARE YOU SUBMITTING TO? (Check One)

Planning Building & Safety Public Works/Engineering Code Enforcement

APPLICANT: _____ **PHONE:** _____

APPLICANT MAILING ADDRESS:

_____ **Street Address** _____ **City** _____ **State** _____ **Zip Code**

CONTACT PERSON: _____ **PHONE:** _____

CONTACT PERSON MAILING ADDRESS:

_____ **Street Address** _____ **City** _____ **State** _____ **Zip Code**

PROJECT ADDRESS: _____ **ASSESSOR'S PARCEL NUMBER:** _____

PROJECT DESCRIPTION: (e.g. Building Permit to enclose existing patio cover)

ITEMS BEING SUBMITTED: (Site plan, structural calculations, etc.)

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct

_____ **Print Name** _____ **Signature of Applicant or Designee** _____ **Date Submitted**

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

APPLICATION RECEIVED BY:

_____ **Print Name** _____ **Signature of Applicant or Designee** _____ **Date Received**