PERMIT NUMBER_____

CITY OF YUCAIPA – PERMIT / PLAN REVIEW APPLICATION

(All fields bordered in red are required)

JOB ADDRESS:

APN#	TRACT#	LOT#	UNIT OR SPACE#

APPLICANT'S NAME:

ADDRESS:	CITY:	ZIP CODE:
PHONE NUMBER:	EMAIL:	

PROPERTY OWNER'S NAME:

ADDRESS:	CITY:	ZIP CODE:
PHONE NUMBER:	EMAIL:	
NAME OF BUSINESS TO OCCUPY BUILDING/SPACE:		

ARCH./ENGINEER: PHONE NUMBER:

ADDRESS:	CITY:	ZIP CODE:
LICENSE NUMBER:	EMAIL:	

CONTRACTOR'S NAME: PHONE NUMBER:

ADDRESS:	CITY:	ZIP CODE:
EMAIL:	LICENSE CLASS / NUMBER:	EXPIRES:
WORKER'S COMP. ID:	POLICY NUMBER:	EXPIRES:

WRITTEN DESCRIPTION OF WORK: (For required items to be listed in your description, please see following page.)

OCCUPANCY CLASS:	**OCCUPANT LOAD:**	**TYPE OF CONSTRUCTION:**
SPRINKLERED?	**SQUARE FOOTAGE:**	**VALUATION OF JOB:**

I will ensure that items requiring inspections will not be covered without inspection, and approval, by CITY BUILDING INSPECTOR. I also understand that permit will **EXPIRE** if inspections are not scheduled every 180 days.

(Please click the submit button below when complete)

PRINT APPLICANT NAME:_____DATE:_____

By printing my name above and selecting date, I affirm all the information is true and correct

(Your signature will be required at time of permit issuance)   Public official?   Confidential?

SUBMITTAL INSTRUCTIONS

When submitting a new permit/plan check application, accurate and complete descriptions will allow us to process your application in a timely manner.

When your online application is complete, please click Submit and you will be directed to an email page to send your application. If plans, or other documents, are being submitted, attach a PDF file to this email.

Important: Name (or Rename) your files using the following format: "JOB ADDRESS-TYPE.pdf"

Examples: "12345 MAIN ST-TRUSS CALCS.pdf" or "12345 MAIN ST-PLANS.pdf" or "12345 MAIN ST-CF1R.pdf"

_____

Please review the information below and verify your "Written Description of Work" contains all the necessary information required for your project. Include all that applies to this application and any additional descriptions.

Electrical Permit:
Existing meter panel amperage; upgraded meter panel amperage; new sub-panel amperage.
Please contact Southern California Edison to spot meter location prior to installation.

Grading & Erosion Control Permit:
Include cubic yard totals for cut, fill, imported soil and exported soil

HVAC Permit:
Indicate if a replacement of existing system or a new installation. Show system tons, BTU's, SEER rating, % AFUE, new ductwork, new gas line, new electrical. Attached completed H.E.R.S. document.

Miscellaneous Permit:
When your job does not match any other category, give as complete a description as you are able.

New SFR – Room Addition – Remodel - ADU Permit:
Use this category for residential applications only. Indicate separate square footages for 1st floor, second floor, garage, covered porches and covered patios. Indicate total square footage
.
PV Solar Permit:
of arrays, #of inverters (or micro-inverters), # of Modules, # of optimizers, Kw DC, Kw AC, battery backup information, existing meter panel amperage, upgraded meter panel amperage.

Re-Roof Permit:
Indicate tear off or over one-layer, total squares (10' X 10'), house only, house and attached (or detached garage), detached garage only, commercial building, new sheathing, new fascia.
Cool roof form must also be submitted. This form can be located under "Permit Application" or "All Handouts" section.

Tenant Improvement Permit:
Please refer to Tenant Improvement Submittal Checklist under All Handouts

WHAT TO EXPECT NEXT

Building and Safety Permit Technicians will review applications in the order received and contact you for any additional information, fees due, and/or when available for pickup.

Plan submittals will be reviewed for required minimum information prior to initial plan review. Once accepted, plan reviews shall be complete within 10 working days. Corrections will be emailed to the applicant and reviewed within 5 working days after corrected copies are received.

When your permit is ready to be issued, you will be emailed copies of documents. Print **the documents you receive**; not copies you may have in your system. Your plans may have stamps on them that are required to be on your printed copies. Other documents may require your signature. Most returned documents will be able to be printed only. If you wish to edit your documents after approval, a revision permit and plan resubmittal will be required. The permit tech will indicate the number of hard copies required. The plan checker will do a consistency review and wet stamp your approved job set.