

# CITY OF RANCHO SANTA MARGARITA – PERMIT / PLAN REVIEW APPLICATION



**JOB ADDRESS** \_\_\_\_\_

**APPLICANT'S NAME** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**PROPERTY OWNER'S NAME** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**ARCHITECT / ENGINEER** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

License Number \_\_\_\_\_ Phone Number \_\_\_\_\_

**CONTRACTOR'S NAME** \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor License # \_\_\_\_\_ Class \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name of Insurance Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ or Check box if License is "Exempt" ☐

**WRITTEN DESCRIPTION OF WORK:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROJECT SQUARE FOOTAGE \_\_\_\_\_ OCCUPANCY GROUP \_\_\_\_\_ TYPE OF CONST. \_\_\_\_\_

VALUATION OF PROJECT \$ \_\_\_\_\_ ARE FIRE SPRINKLERS PRESENT? \_\_\_\_\_

## **PUBLIC WORKS SCREENING INFO:**

Does the project involve  $\geq 250$  square feet of construction or demolition? \_\_\_\_\_

- If yes, please obtain a "Construction & Demolition Permit" through the Public Works Department

Does the project include  $\geq$  one acre of disturbed soil? \_\_\_\_\_

- If yes, please provide a state required SWPPP to the Public Works Department

Is this a non-residential project that includes  $<$  one acre of disturbed soil? \_\_\_\_\_

- If yes, please provide a city required WPCP to the Public Works Department

## **RE-ROOF INFORMATION:**

Existing Roofing \_\_\_\_\_ Proposed Roofing \_\_\_\_\_

Light Wt ☐ Heavy Wt ☐ ICC Report # \_\_\_\_\_ Underlayment Material \_\_\_\_\_

I will ensure that items requiring inspections will not be covered without the approval of the CITY BUILDING INSPECTOR. I also understand that permit will EXPIRE if inspections are not scheduled every 180 days.



**SIGNATURE OF APPLICANT OR AGENT:** \_\_\_\_\_