



NEW BUILDING PERMIT APPLICATION

Building Division, Community & Economic Development Department
1666 N. Main Street, Walnut Creek, CA 94596
Tel.: (925) 943-5834; Fax (925) 256-3500

Permit Staff Use Only

Received By: _____

Date Received: _____

Permit #: _____

Project Address: _____

Scope of Work: _____

Cost of Construction (Valuation) \$ _____ (Valuation = Labor + Materials)

Project Details: "X" where applicable

Single Family/Duplex	Commercial/Multi-family	ADU	
New construction	Alteration/Addition	Partial Demo	Full Demo
New or relocated MEP	MEP Alteration, replacement & Misc.		

* Please see other side of the page for Solar, Pool & SPA and Re-roof Permits Required Information

New Conditioned area _____ sq.ft. Construction area: _____ sq.ft. Demo area: _____ sq.ft.

Scope of Work Involves Following Trades:

Building work : Yes No
 Mechanical work : Yes No
 Electrical work : Yes No
 Plumbing work: Yes No

Building Information:

Occupancy Type: _____
 Type of Construction: _____
 Sprinklered: Yes No
 OSHPD3: Yes No

Plan Review Request:

Regular Review Expedited Review (Pending on staff's availability)

* For commercial express review, please click the link [here](#) for qualification and appointment:

No. sets of Construction Document:

Drawings: _____ Structural calcs.: _____ Truss calcs.: _____ Soils report: _____

Title 24 Report: _____ Other docs.: _____

Total no. of sheets in each set : 8 1/2" x 11" _____ Larger _____

Legal Owner (if different from applicant):

Name: _____

Address: _____

City: _____ State & Zip: _____

Phone: _____

Email: _____

Contractor:

Company: _____

Lic.#: _____ Class: _____

Address: _____

City: _____ State & Zip: _____

Phone: _____

Email: _____

Intake Staff Only

Building Staff Initials: _____

Scope of Work

BLD Fee: Yes No

Mech. Fee: Yes No

Elect. Fee: Yes No

Plumb. Fee: Yes No

Work without permit fee

Yes No

New conditioned, construction & Demo area Verified

Pre-issuance conditions:

Fire Dept. App Yes No

Sanitary App. Yes No

Health App. Yes No

Waste Mgt. Yes No

Special Insp. Yes No

As the applicant of this project, I agree to the following:

- The permit holder is aware and authorizes the submittal of this permit application.
- The information and the statement given on this application, drawings and specifications are true and correct, to the best of my knowledge.

Applicant's Name: _____ Company: _____

Lic.#: _____ [] ARCHITECT [] ENGINEER [] OTHER: _____

Address: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Review Status:

Approved

Cond. Approved

Take in for Plan Check

BLD	PLN	ENG	TE	ARB

POOL & SPA	Residential New Remodel Pool Spa Is the SPA : Fixed	Multi-Family or Commercial Demolition Pool & Spa Portable	Intake Staff Only Pre-issuance conditions: Sanitary App. Yes No Waste Mgt. Yes No Customer's Input Verified
	Residential Solar Collector Photovoltaic Are the panels being placed on a new structure? Yes No	Multi-Family or Commercial Solar Panel Area: _____ sq.ft. Size of the System: _____ KW	Pre-issuance conditions: Fire Dept. App Yes No Waste Mgt. Yes No Customer's Input Verified
RE-ROOF	Residential Is this Project : Tear-off Overlay Demolition Area: _____ sq.ft. Re-Roof Area: _____ sq.ft. Are there mechanical units on the roof? Yes No Are there solar panels on the roof? Yes No How many stories in the building? _____	Multi-Family or Commercial Old Material: _____ Weight: _____ New Material: _____ Weight: _____	Pre-issuance conditions: Waste Mgt. Yes No T24 Report Yes No Customer's Input Verified
	OFFICE USE ONLY — PLANNING and ENGINEERING REVIEW		
PLANNING	Duty Planner: _____ Associated Y # : Yes No Y# _____ Project planner: _____ Status: Approved Not Approved Take in for review & Route to: _____ Final Inspection: Yes No Planning PC Fees: Yes No ADU: Yes No JADU: Yes No		
	Plan Reviewer Notes: Zoning: _____ Meet Zoning Requirements: Yes No DR Required: Yes No Maybe Discretionary Review: Yes No Maybe		
ENGINEERING	Duty Engineer/ Technician: _____ Associated SDP # : Yes No SDP # _____ Project Engineer: _____ Status: Approved Not Approved Take in for review & Route to: _____ Final Inspection: Yes No Engineering PC Fees: Yes No		
	Plan Reviewer Notes: Project in the Flood Zone: Yes No Flood Zone: _____ SDP Required: Yes No Maybe Discretionary Review: Yes No Maybe Encroachment Permit Required: Yes No Encroachment Agreement Required: Yes No		