Voluntary Building Permit Pre-submittal Completeness Review Form V 6/14/12

H:\2012 Permit Masters\v 6-14-12 Bldg Permit Presubmittal Review Form.docx

Name of project applicant: ____________________________________________
Applicant Phone: __________________________ E-mail: __________________________
Project description: __________________________________________ Date: __________________________
Project address: __________________________________________ APN __________________________

The purpose of this Voluntary Pre-submittal Completeness Review Form is to help you avoid unnecessary plan review delays due to submitting incomplete documents necessary for your application.

Please secure a counter assessment of your application, plans and supporting documentation from each of the following review groups (as applicable):

Planning submittal acceptance Checked by ________ on ______________ □ See reverse
[ ] Complete enough to accept for plan review [ ] Include the following items with your submittal:

Environmental Health submittal acceptance Checked by ________ on ______________ □ See reverse
[ ] Complete enough to accept for plan review [ ] Include the following items with your submittal:

Land Development submittal acceptance Checked by ________ on ______________ □ See reverse
[ ] Complete enough to accept for plan review [ ] Include the following items with your submittal:

Building & Safety submittal acceptance Checked by ________ on ______________ □ See reverse
[ ] Complete enough to accept for plan review [ ] Include the following items with your submittal:

Important! Completion of this Voluntary Pre-submittal Completeness Review Form does not constitute plan review and/or approval of your building permit application. Participation in this voluntary pre-submittal process does not guarantee application acceptance or permit issuance. Once accepted, your building permit application will be reviewed in accordance with normal review procedures.