

CHECKLIST

CONTRACTOR OR OWNER CAN ONLY PULL PERMITS

SFR

Needs two sets of grading plans

(Make sure tracking card for grading shows stock# if using stock plan)

- 3 SETS OF PLANS
- 2 SETS OF ENERGY (TITLE 24)
- SIGNED ENERGY
- 2 SETS OF TRUSS IF NOT CUT AND STACK
- WORKERS COMP LETTER OR OWNER BUILDER FORM
- SEWER AVAILABILITY FORM
- ADVISE CUSTOMER OF DUMP CONTRACT NEEDED
- IF SEISMIC AREA, ARE PLANS ENGINEERED/CALCS
- SUBLIST OF OWNER BUILDER
- BUSINESS LICENSE IF CONTRACTOR
- PREPARE YOUR YELLOW TRACKING CARD
- DOUBLE CHECK PHONE NUMBER ON YELLOW CARD
- COPY OF GRANT DEED IF PULLED BY OWNER
- REMIND CUSTOMER OF DIF, SCHOOL AND PARK FEES

GRADING NEEDED ON 2ND DWELLINGS AND GUEST HOUSES

ACCESSORY STRUCTURE

- 3 SETS OF PLANS
- 2 SETS OF ENERGY (TITLE 24) IF OVER 100 SQ.FT. LIVABLE
- SIGNED ENERGY
- 2 SETS OF TRUSS IF NOT CUT AND STACK
- WORKERS COMP LETTER OR OWNER BUILDER FORM
- BUSINESS LICENCE IF CONTRACTOR
- SUBLIST IF OWNER BUILDER
- IF PULLED BY OWNER, GIVE TRASH LETTER
- VERIFY LOT SIZE (5% IN ACCESSORY STRUCTURES)
- IF SEISMIC AREA, ARE PLANS ENGINEERED/CALCS
- ADVISE CUSTOMER OF SCHOOL FEES IF OVER 499 SQ.FT LIVABLE
- PREPARE YOUR YELLOW TRACKING CARD
- VERIFY PHONE NUMBER ON TRACKING CARD

**CITY OF HESPERIA
DEPARTMENT OF BUILDING AND SAFETY
BUILDING PERMIT WORKSHEET**

DATE: _____
CHECK#: _____ CASH: _____ CR.CARD: _____

JOBSITE ADDRESS: _____
APN: _____ LOT: _____ TRACT: _____
CROSS STREET: _____

OWNER: _____
ADDRESS: _____
CITY: _____ ZIP: _____ PHONE: _____

CONTRACTOR: _____
ADDRESS: _____
CITY _____ ZIP: _____ PHONE: _____
STATE: _____ LICENSE #: _____

JOB DESCRIPTION: _____
ESTIMATED COST OF JOB: \$ _____
APPLICANT'S NAME: _____
CONTACT PHONE NUMBER: _____
#DWELL.UNITS: ___ # STORIES: ___ # BEDROOMS: ___ #BLDGS.ON LOT: ___
BLOCK WALLS: LINEAL FEET _____ CITY DETAILS:" YES ___ NO ___
TENANT IMPROVEMENT SQ.FT: _____ NEW SQ. FT: _____

OFFICE USE: _____ RDA# _____

SETBACKS: FRONT: _____ REAR: _____ SIDE: _____ SIDE: _____
STREET: _____ PUE: _____ ST: _____ ST: _____

ZONE: _____ GENERAL PLAN: _____
SEWAGE DISPOSAL PUBLIC: _____ PRIVATE: _____ SQ FT/100: _____

MPDF: _____ IOD: _____ CFD: _____ NDC: _____ DE _____ SEISMIC _____

SQ.FT.
LIVABLE: _____ PATIO: _____

_____ PORTICO: _____

GARAGE: _____ PORCH: _____