



City of Pleasant Hill

# Commercial Building Permit & Zoning Application

**EMAIL YOUR APPLICATION TO [BUILDING@PLEASANTHILLCA.ORG](mailto:BUILDING@PLEASANTHILLCA.ORG)**

Building Division • 100 Gregory Lane • Pleasant Hill, CA 94523 • (925) 671-5200 • Fax (925) 676-1125 [www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us)

☐ Tenant Improvements ☐ New Construction ☐ Alterations ☐ Demolition ☐ Other \_\_\_\_\_

Project Address: \_\_\_\_\_ Suite/Unit # \_\_\_\_\_

APN Number(s) \_\_\_\_\_ Zoning \_\_\_\_\_

Existing Use \_\_\_\_\_

Description of Work/Project/Request:

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Valuation = Labor + Materials) \$ \_\_\_\_\_

## Property Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER SIGNATURE REQUIRED. PERMIT WILL NOT BE ISSUED WITHOUT OWNER SIGNATURE**

## Applicant other than Property Owner/Authorized Agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Contractor:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

License No: \_\_\_\_\_ Class: \_\_\_\_\_ Expires: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACTOR SIGNATURE REQUIRED. PERMIT WILL NOT BE ISSUED WITHOUT SIGNATURE**

I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

## AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filling of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify the information and exhibits submitted are true and correct.

## ZONING PERMIT INFORMATION

Prior to submitting construction plans for a Building Permit, each property owner or representative must obtain written approval from the Planning Division that the intended use or structure complies with the requirements of the Zoning Ordinance.

In order to make a determination of compliance with the Zoning Ordinance, Planning Division staff will review the description of your proposal, possibly visit the location in the field, and evaluate the use or structure within the limitations of the particular zoning district in which the site is located.

The following information must be provided to complete analysis of your proposed building permit.

### COMMERCIAL USES

Name of Business: \_\_\_\_\_

Square Footage of Space to be occupied by Business: \_\_\_\_\_

Detailed Description of Business:

*(Include information on the nature of service provided, types of goods sold, et cetera)*

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Linear Footage of Store Front to be occupied by Business: \_\_\_\_\_

Off-street Parking: \_\_\_\_\_

Has the use received approval from the Planning Division? \_\_\_\_\_

Signage part of the of the request? \_\_\_\_\_

#### To be Completed by Planning Division

Planning Application Number: \_\_\_\_\_

Planning Application Title: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

#### To be Completed by Engineering Division

Fees: \$164/hour      Hour(s) \_\_\_\_\_ Hour(s) \_\_\_\_\_  
(effective 8/31/21      Plan Check & Inspection      Flood Plain Permit

#### Review by Date

AP

AP

#### Check by Date

\$ \_\_\_\_\_ Total Fee