

REQUEST FOR COMMERCIAL PERMIT ISSUANCE

DATE: _____

Prior to issuance of a Commercial Building Permit, approval from the departments listed below is required. Approval shall be designated by the original signature of the appropriate department staff. When all appropriate signatures are obtained, please return the completed permit issuance form to Building & Safety. Please allow up to 48 hours for processing of building permits.

PERMIT NUMBER: _____

PROJECT ADDRESS: _____ APN: _____

PROJECT NAME: _____

CONTACT NAME / EMAIL: _____

OWNER NAME / EMAIL: _____

PERMIT TYPE

☐ TENANT IMPROVEMENT ☐ NEW ☐ SHELL BUILDING ☐ ADDITION

REQUIRED DEPARTMENT SIGNATURES

ENGINEERING / PUBLIC WORKS

☐ GRADE CERTIFICATION ☐ SOILS REPORT

PUBLIC WORKS INSPECTOR SIGNATURE: _____ DATE: _____

☐ APP'D GRADING PLAN ☐ ROUGH GRADE CERT ☐ SOILS COMP. REPORT ☐ COMPLETED (WRP) FORM B

ENGINEERING APPROVAL SIGNATURE: _____ DATE: _____

PLANNING

☐ SCHOOL DIST. RECEIPTS ☐ COMPLIANCE W/COA ☐ APP'D MINOR PP APPLICATION ☐ IMPACT FEES

PLANNING APPROVAL SIGNATURE: _____ DATE: _____

FIRE

☐ COMPLIANCE W/PRIOR TO PERMIT ISSUANCE CONDITIONS ☐ VERIFY ALL FEES PAID

FIRE APPROVAL SIGNATURE: _____ DATE: _____

BUILDING

☐ VERIFY ALL FEES PAID ☐ FIRST RELEASE EMWD ☐ RCDEH ☐ VERIFY ALL DEPT. SIGNATURES

BUILDING APPROVAL SIGNATURE: _____ DATE: _____

HELPFUL PHONE NUMBERS:

EASTERN MUNICIPAL WATER DISTRICT: (EMWD) (951) 928-3777

RIVERSIDE COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH (RCDEH): (951) 461-0284 (MURRIETA OFFICE)

MENIFEE UNION SCHOOL DISTRICT: (951) 672-1851

PERRIS UNION HIGH SCHOOL DISTRICT: (951) 943-6369

ROMOLAND UNIFIED SCHOOL DISTRICT: (951) 926-9244

 WASTE MANAGEMENT: (800) 445-8296 · www.wm.location/california/inland-empire/areas.jsp

CITY OF MENIFEE · BUILDING AND SAFETY DEPARTMENT · 29844 HAUN ROAD · MENIFEE, CA 92586

WWW.CITYOFMENIFEE.US / (951) 672-6777