

Date: _____

Permit #: _____

Plan Check Fee \$ _____ Permit Fee \$ _____

Received By: _____

PROJECT ADDRESS: _____ SAN LEANDRO, CA
Street Number Street Name

DESCRIPTION OF **PROPOSED WORK:** ☐ NON-RESIDENTIAL ☐ RESIDENTIAL **PROJECT VALUATION:** \$ _____ *

* The Project Valuation is the regional fair market value of materials and labor for the Work described

OWNER:

NAME: _____

ADDRESS: _____

CITY, STATE ZIP: _____

PHONE #: () _____ - _____

E-MAIL: _____

COMMERCIAL TENANT: Submit Owner's written approval for
Description of Work

COMPANY NAME: _____

PHONE OR E-MAIL: _____

CONTRACTOR: California-licensed contractors must have a current
San Leandro Business License at the time of permit issuance.
Call (510)809-3133 to apply or renew. ☐ TO BE DETERMINED

LICENSE # : _____ LICENSE CLASS: _____

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____ PHONE #: () _____ - _____

EMAIL: _____

PROFESSIONAL:☐ ARCHITECT ☐ DESIGNER ☐ _____ ENGINEER

LICENSE #: _____

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____ PHONE #: () _____ - _____

EMAIL: _____

PROJECT CONTACT: Permit Staff will correspond only with the
Contact, who is responsible for relaying the permit statuses to the
Owner, Contractor, Professionals, and any other interested persons.

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____ PHONE #: () _____ - _____

EMAIL: _____

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this county or city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant/Agent: _____ Date: _____

Printed Name of Applicant / Agent: _____

If you need to estimate your Project Valuation, please review our [San Leandro Building Permit Valuation Guidelines](#) and use our tables below. Our Building Official reserves the right to adjust your valuation to the regional fair market value of materials and labor for all Scope of Work proposed in your application and drawings.

Project Valuation Calculation – New Construction or Additions

$$\begin{array}{ccccccc} \text{_____ Ft.} & \times & \text{_____ Ft.} & = & \text{_____ Sq. Ft.} \\ \text{Width} & & \text{Length} & & \text{Area} \\ \\ \text{_____ Sq. Ft.} & \times & \$ \text{_____ per Sq. Ft.} & = & \$ \text{_____} \\ \text{Area} & & \text{Building Valuation Cost per Sq. Ft.} & & \end{array}$$

Project Valuation Calculation – Alterations ☐ Minor ☐ Moderate ☐ Major

$$\begin{array}{ccccccc} \text{_____ Ft.} & \times & \text{_____ Ft.} & = & \text{_____ Sq. Ft.} \\ \text{Width} & & \text{Length} & & \text{Area} \\ \\ \text{_____ Sq. Ft.} & \times & \$ \text{_____ per Sq. Ft.} & \times & \text{_____ \%} \\ \text{Area} & & \text{Building Valuation Cost per Sq. Ft.} & & \text{based on alteration type} \\ \\ & & & = & \$ \text{_____} \end{array}$$

- For Building Permit submittal requirements, visit SanLeandro.org/208/Building-Fees-Forms-Submittal for **Building Fees, Forms, & Submittal Guidelines**. For further assistance, email PermitsByEmail@SanLeandro.org
- For Planning permits that preclude building permit applications such as Conditional Use Permits, Site Plan Review, Administrative Review, and Master Signs Programs, visit SanLeandro.org/1541/Planning-Checklists-Forms-and-Fees for **Planning Checklists, Forms, & Fees**. For further assistance, email Planner@SanLeandro.org
- For Engineering permit requirements, such as Encroachment and Grading, visit SanLeandro.org/953/Permits for **Engineering & Transportation Service Descriptions**. For further assistance, email ETPermits@SanLeandr.org