



CITY OF SARATOGA
BUILDING INSPECTION DIVISION

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Saratoga, CA 95070 Division
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Preliminary Grading and Building Permit Application

BLDG CASE NUMBER: _____

Upon the request of an applicant the Building Inspection Division accepts preliminary grading and building permit applications and conducts a preliminary plan check while the applicant is working concurrently with other City departments and outside agencies with jurisdiction over the project (governing agencies) to obtain project approval (entitlement) from the City for projects that do not require a subdivision map or review under the California Environmental Quality Act (CEQA). Upon receipt of a formal building permit application after all City approvals have been received, plan check functionally consists of confirming that the post-entitlement permit application is consistent with the preliminary application and applicable approvals and, if there are changes, confirming that those changes are consistent with the Building Code and other applicable laws.

For this process, the applicant understands the following conditions exist:

1. Projects that require any form of subdivision map (e.g., parcel map, lot split, tentative subdivision map, etc.) and projects that require preparation of an environmental impact report or negative declaration under the California Environmental Quality Act are not eligible for this program.
2. Preliminary plan check fees are non-refundable.
3. Additional plan check fees may be charged if the project needs to be revised to obtain approval from the City or any governing agency.
4. To allow for a complete review, the applicant must submit the information required by the City for post entitlement phase permits.
5. The applicant must work directly with each governing agency to obtain approval/clearance before the formal building permit application can be submitted and then reviewed and issued. The formal building permit application will be reviewed for consistency with those approvals and with the laws in effect at the time the formal application is submitted. Applicants are advised to meet with city staff and each governing agency to understand their approval requirements prior to starting the preliminary permit review process.
6. The City reviews and acts upon all formal grading and building permit applications in accordance with State law even if no preliminary application has been received.
7. Submission of a preliminary grading and building permit application does not trigger any processes or obligations applicable to post-entitlement phase permits under Government Code section 65913.3. The applicant's submission of a formal building permit application will constitute submission of a post-entitlement phase permit.

To submit a preliminary grading and/or building permit application please complete the following information and sign the acknowledgment below.

Building Address:	
City of Saratoga Planning Application Numbers:	
Project Summary:	
<u>Applicant</u> Name: E-mail: Phone	
<u>Owner</u> Name: E-mail: Phone	

I have reviewed the explanation of the Preliminary Building Permit application process and understand and agree that I am accepting the risks associated with this process.

Applicant

Owner (if different from applicant)

Signature

Signature

Date: _____

Date: _____