

CITY OF GRASS VALLEY BUILDING DIVISION

125 E. Main Street, Grass Valley, CA 95945 (530) 274-4340



APPLICATION FOR OVER-THE-COUNTER BUILDING PERMITS

*** PLEASE COMPLETE THIS ENTIRE APPLICATION OR WE MAY NOT BE ABLE TO PROCESS YOUR PERMIT ***

PROJECT LOCATION:

ADDRESS #: _____ STREET: _____ APT/STE #: _____ APN: _____

IDENTIFY TYPE OF WORK TO BE COMPLETED (check all types of work that will be involved in your project):

BUILDING DEMOLITION ELECTRICAL MECHANICAL PLUMBING POOL/SPA/TUB OTHER

ESTIMATED JOB VALUATION: \$ _____ (required for ALL permits)

DESCRIPTION AND LOCATION OF WORK: _____

SITE INFORMATION:

COMMERCIAL:

Business Name: _____ Type of Business: _____

Business Phone: _____

RESIDENTIAL (if different from owner):

Tenant Name: _____ Tenant Phone: _____

PROPERTY OWNER INFORMATION:

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

LICENSED CONTRACTOR INFORMATION (if applicable):

Business Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Representative Name: _____ CSLB #: _____

Do you have a current City of Grass Valley Business License? YES # _____ / NO (If NO, please indicate which option you choose below)

I will purchase an annual license for \$120 OR I will be charged a \$25 Per Job Fee to legally work within the City Limits

APPLICANT/CONTACT INFORMATION (must be completed even if duplicate information):

Name: _____ Phone: _____

Organization: _____ Alternate phone: _____

Contact Relationship to Project (i.e. owner, contractor, architect, tenant, other): _____

If you are not the Owner of the property or a Licensed Contractor, you must provide written authorization from the owner to be Agent for this project.

APPLICANT/CONTACT SIGNATURE: _____ DATE: _____

DEPARTMENT USE ONLY:

Accepted By: _____ Amount Paid: \$ _____

Date Received: _____ Cash / Check #: _____

Comments: _____

PERMIT # ASSIGNED: _____

Applicant Authorization: ATTACHED / ON FILE / VERIFIED / N/A

CSLB Verification: ATTACHED / ON FILE / VERIFIED / N/A