PERMIT INTAKE MEETINGS ARE REQUIRED BY APPOINTMENT ONLY
MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.
Incomplete submittals will not be accepted at the permit counter

I. Application and Forms:

☐ Residential Intake Request Form – Email permitcenter@atascadero.org prior to schedule intake meeting.
☐ Complete Application - Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
☐ Grant Deed / Title Report – Required if applicant name is different than County Assessor’s records or deferring impact fee payment until Final on 2nd unit conversions.
☐ Encroachment Waste Management Plan
☐ Encroachment Waste Management Plan

II. Fees:

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<th>Express</th>
<th>Minor: Fee $ Valuation**</th>
<th>Major: Fee $ Valuation**</th>
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<tbody>
<tr>
<td>Fee</td>
<td>$523.51</td>
<td>Valuation**</td>
<td>Valuation**</td>
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<tr>
<td>Non-Structural</td>
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<td>Non-Structural</td>
<td>Structural changes</td>
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<tr>
<td>Valuation</td>
<td>&lt; $16,000</td>
<td>&gt; $16,001</td>
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<td>Min. Plan Check</td>
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** Building Permit Valuations – Definition:
Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment and other permanent systems, including materials and labor. (Fee schedules are often based on a valuation of the work to be performed. This concept is based on the proposition that the valuation of a project is related to the amount of work to be expended in plan reviews, inspections and administering the permit, plus an excess to cover the department overhead.)

☐ Advance Plan Check Fee – Determined prior to intake meeting. Additional fees applicable at permit issuance.

I. Site Plan (3 sets; if applicable): see elements of a site plan handout

☐ Septic Systems – If your residence is connected to a private sewage disposal system (septic system) AND if your remodel includes adding a bedroom, the existing septic tank, length and number of leach fields must be verified by a licensed professional septic contractor or engineer. If public sewer is available, a sewer connection may be required.

III. Construction Drawings and Support Docs (3 complete drawing sets with 2 sets support docs):

☐ Existing Floor Plan Layout and Proposed Floor Plan Layout
☐ Title 24 State Energy Analysis – if applicable

Additional Information / Required Prior to Issuance:

☐ One (1) Additional Floor Plan For County Assessor – Min. 11”x17”