

SUBMITTALS ACCEPTED BY APPOINTMENT – CALL (805)461-5000

or email permitcenter@atascadero.org

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

Rec'd By: _____ Over-The-Counter Fees: WATER HEATER: \$117.18 MINOR OTC: \$303.15 MAJOR OTC: \$526.75 Receipt No: _____	 OVER-THE-COUNTER PERMIT APPLICATION City of Atascadero 6500 Palma Avenue, Atascadero, CA 93422 (805) 461-5035 permitcenter@atascadero.org	OTC PERMIT NUMBER 202__ - ____ (DATE STAMP RECEIVED)
--	---	--

Project Address: _____

Project Description: _____

All Over-the-Counter Replacements Must Be "Like for Like" Only

NOTE: All modifications to Manufactured Homes post installation, are to be permitted through HCD

- ☐ Electrical ☐ Meter Upgrade _____ AMPS to _____ AMPS (<400 AMPS) ☐ Window Replacement
☐ Plumbing Replacement ☐ Wall Heater Replacement ☐ Residential HVAC Unit Only Replacement (add. doc req.)
☐ Water Heater Replacement ☐ Instantaneous Water Heater Replacement (gas line schematic + ½ hr. plan review)
☐ Stucco / Siding / Drywall / Deck Repairs ☐ Fireplace Insert (manufacturer's specifications + ½ hr. plan review)
☐ Demo Accessory Structure* (show native trees) ☐ Sewer/Water/Gas Line Replacement*
☐ Septic Tank Replacement* ☐ Temporary Power Pole* (signed affidavit required)
☐ This work will be conducted under the dripline of Native Trees* ***SITE PLAN (2 copies) REQUIRED**

☐ **RE-ROOF:** ☐ **Tear off** or ☐ **Overlay** (one layer only); ☐ **Commercial** or ☐ **Residential**

Roofing Material: _____ (Class A rating required)

OWNER: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

DECLARATION BY CONSTRUCTION PERMIT APPLICANT

By my signature below, I certify to each of the following:

I am ☐ a California licensed contractor¹ or ☐ the property owner² or ☐ authorized to act on the property owner's behalf³

I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable City and County ordinances and State laws relating to building construction. I agree to pay all fees applicable to this permit for all services rendered and as permitted by the City of Atascadero Municipal Code and other authorized governing authorities. I authorize representatives of the City to enter the above-identified property for inspection purposes.

Signature: _____ **Date:** _____

1. Contractor's Information Page Required; Property Owner information must be verified or proof (see #2) provided
2. Owner/Builder Declaration Page Required; Proof of ownership (examples: Grant Deed, Title Report, LLC documentation) may be required
3. Authorized Agent and Owner/Builder Declaration Page Required

NOTE: This form to be signed by the party accepting responsibility and to whom the permit will be issued



LIMITATIONS ON PERMIT

The following Excerpts from the Atascadero Municipal Code are provided for your information:

Validity of Permit.

The issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of the code or other ordinances of the jurisdiction shall not be valid.

The issuance of a permit based on plans, specifications and other data shall not prevent the Building Official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on thereunder when in violation of this code or any other ordinances of this jurisdiction.

Permit Expiration.

All permits approved by the Building Official shall be issued and work commenced within 180 days of approval date or permit will be declared expired by these limitations. Every permit issued by the Building Official under the provisions of this code shall expire by limitations and become null and void if the building or work authorized by such permit is suspended or abandoned at any time after the permit is issued for a period of 180 days. Before such work can be recommenced, a reinstated permit shall first be obtained to do so. The fee therefore shall be half (½) the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded 180 days. In order to renew action on an expired permit after 180 days, the permittee shall submit new plans and pay new plan check fees and full permit fees.

Failure to request and receive an inspection within 180 days from the LAST CITY RECORDED INSPECTION constitutes a condition of suspension or abandonment.

Expiration of Plan Review.

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days upon request by the applicant, in writing, showing that circumstances beyond the control of the applicant have prevented action from being taken.

Investigation.

Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. Investigative fees will be assessed as stated in the Atascadero Municipal Code.

PLAN REVIEW FEE(S) / PERMIT FEE(S) / SERVICES FEE(S) DECLARATION

PERMIT EXPIRATION / ABANDONMENT: I understand that if this permit application is Abandoned in any way or if this permit application is Expired by Limitations I shall be responsible for all plan check fees and all other fees for services associated with this permit application that were provided by the City of Atascadero prior to abandonment or expiration.

PERMIT ISSUANCE: I understand that there may be additional fees due at time of permit issuance in addition to the plan check fee(s) that were paid when I submitted my permit application. Contact the Building Department for additional information.

_____(Contractors ONLY) As the licensed contractor for this permit, I am aware it is my responsibility to explain and make aware to the Property Owner these limitations and inspection requirements.

I have read and understand the information provided on this document. A copy of this form will be provided by request.

SIGNATURE: _____ **DATE:** _____