



## Planning Division Information Sheet for Building Permits Commercial/Industrial/Multi-Family Residential

The Planning Division requires the following information for all building permit submittals on properties zoned Medium Density Residential, High Density Residential, Commercial, or Industrial, including new construction, expansions, and changes of use. New construction, expansions, and changes of use to any building, parking, or development area in these zoning districts requires either Minimum Development Standards–MDS review (SDC 5.15-100) or Site Plan Review (SDC 5.17-100) by the Planning Division. Overlay District Development review (SDC 3.3-100) may also be required, depending on the site.

NOTE: It is prudent to make sure your use is permitted in the applicable zoning district. Building Permit, Police or other permit approvals or inspections are not Planning approval.

Required Project Information		<i>(Applicant: complete this section)</i>	
Applicant Name:		Phone:	
Company:		Fax:	
Address:			
ASSESSOR'S MAP NO:		TAX LOT NO(S):	
Property Address:			
Description of the proposed work to be completed under this building permit:			
Has this development proposal been reviewed by the Planning Division through an application process (i.e. MDS or Site Plan Review)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Case #: _____ If no, is this a change in use? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Prior Approved Use:		Proposed Use:	
Does the use necessitate the use of any chemicals or substances that are hazardous or require Material Safety and Data Sheets (MSDS) to be kept on site? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Required Property Information		<i>(City Intake Staff: complete this section)</i>	
Zoning:	TOTZ:	Overlay(s):	
The proposed project requires submittal and approval of the following Planning application prior to building permit approval:			
<input type="checkbox"/> DWP Overlay District Development		<input type="checkbox"/> Statement Letter Regarding DWP Exemption	
<input type="checkbox"/> MDS		<input type="checkbox"/> MDS Land Use Compatibility Statement	
<input type="checkbox"/> Site Plan Review		<input type="checkbox"/> Other:	
Reviewed by:		Date:	