



COMMUNITY DEVELOPMENT AGENCY
BUILDING AND SAFETY DIVISION

**Voluntary Building Permit
Pre-submittal Completeness Review Form** V 6/14/12

H:\2012 Permit Masters\6-14-12 Bldg Permit Presubmittal Review Form.docx

Name of project applicant: _____
Applicant Phone: _____ E-mail: _____
Project description: _____ Date: _____
Project address: _____ APN _____

The purpose of this Voluntary Pre-submittal Completeness Review Form is to help you avoid unnecessary plan review delays due to submitting incomplete documents necessary for your application

Please secure a counter assessment of your application, plans and supporting documentation from each of the following review groups (as applicable):

Planning submittal acceptance

Checked by _____ on _____ See reverse

<input type="checkbox"/> Complete enough to accept for plan review	<input type="checkbox"/> Include the following items with your submittal:
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Environmental Health submittal acceptance

Checked by _____ on _____ See reverse

<input type="checkbox"/> Complete enough to accept for plan review	<input type="checkbox"/> Include the following items with your submittal:
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Land Development submittal acceptance

Checked by _____ on _____ See reverse

<input type="checkbox"/> Complete enough to accept for plan review	<input type="checkbox"/> Include the following items with your submittal:
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Building & Safety submittal acceptance

Checked by _____ on _____ See reverse

<input type="checkbox"/> Complete enough to accept for plan review	<input type="checkbox"/> Include the following items with your submittal:
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Important! Completion of this **Voluntary Pre-submittal Completeness Review Form** does not constitute plan review and/or approval of your building permit application. Participation in this voluntary pre-submittal process does not guarantee application acceptance or permit issuance. Once accepted, your building permit application will be reviewed in accordance with normal review procedures.