



**CITY OF MILL VALLEY  
BUILDING PERMIT APPLICATION**

Please complete all fields below as they apply to your job. If any required fields for your specific job are not completed, **we will not accept your application.** For *initial submittals*, we require 5 sets of plans and 2 sets of supporting documents. For *over-the-counter permits*, we require 3 sets of plans and 2 sets of supporting documents.

<b>JOB ADDRESS:</b>  	<b>BRIEF DESCRIPTION/SCOPE OF WORK:</b>  																
<b>VALUATION:</b>  																	
<b>APPLICANT: Please provide the applicant's information, NOT the information of the company they work for.</b>  <b>Name:</b> _____  <b>Phone:</b> _____  <b>Email:</b> _____	<b>PROPERTY OWNER:</b>  <b>Name:</b> _____  <b>Address:</b> <i>If different from job address</i> _____  <b>Phone:</b> _____  <b>Email:</b> _____																
<b>CONTRACTOR:</b>  <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; padding: 2px;"><b>Company Name:</b></td> <td style="width:30%; padding: 2px;"><b>Contact Name:</b></td> </tr> <tr> <td colspan="2" style="padding: 2px;">_____</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>Address:</b></td> </tr> <tr> <td colspan="2" style="padding: 2px;">_____</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>Phone:</b></td> </tr> <tr> <td colspan="2" style="padding: 2px;">_____</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>Email:</b></td> </tr> <tr> <td colspan="2" style="padding: 2px;">_____</td> </tr> </table> <input type="checkbox"/> <b>TO BE DETERMINED</b> <b>CSLB#:</b> _____	<b>Company Name:</b>	<b>Contact Name:</b>	_____		<b>Address:</b>		_____		<b>Phone:</b>		_____		<b>Email:</b>		_____		<b>ARCHITECT (if applicable):</b>  <b>Name:</b> _____  <b>Phone:</b> _____  <b>Email:</b> _____  <b>Plans signed by architect? (circle one) YES NO</b>
<b>Company Name:</b>	<b>Contact Name:</b>																
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<b>Address:</b>																	
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<b>Phone:</b>																	
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<b>DESIGNER (if applicable):</b>  <b>Name:</b> _____  <b>Phone:</b> _____  <b>Email:</b> _____  <b>Plans signed by designer? (circle one) YES NO</b>	<b>ENGINEER (if applicable):</b>  <b>Name:</b> _____  <b>Phone:</b> _____  <b>Email:</b> _____  <b>Plans signed by engineer? (circle one) YES NO</b>																
<p align="center"><b>BUILDING DEPARTMENT HOURS</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;"></td> <td align="center"><b>Project Intake, Issuance of Approved Permits, Answer Questions</b></td> </tr> <tr> <td align="center"><b>Tuesday &amp; Thursdays</b></td> <td align="center">9:00 – 11:00 AM</td> </tr> </table> <p><b>*Closed every other Friday</b></p>		<b>Project Intake, Issuance of Approved Permits, Answer Questions</b>	<b>Tuesday &amp; Thursdays</b>	9:00 – 11:00 AM	<b>SOILS ENGINEER (if applicable):</b>  <b>Name:</b> _____  <b>Phone:</b> _____  <b>Email:</b> _____  <b>Plans signed by soils engineer? (circle one) YES NO</b>												
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