

TOWN OF PORTOLA VALLEY

BUILDING PERMIT APPLICATION

NAME OF PROPERTY OWNER: _____

PROJECT ADDRESS: _____

MAILING ADDRESS IF DIFFERENT: _____

TELEPHONE: CELL: _____ HOME: _____ EMAIL: _____

ARCHITECT, DESIGNER OR ENGINEER: _____

MAILING ADDRESS: _____ CITY/ZIP: _____

TELEPHONE: _____ EMAIL: _____

BUILDER'S NAME: _____

ADDRESS: _____ CITY/ZIP: _____

CONTRACTOR'S LIC. NO.: _____ CELL: _____

TELEPHONE: _____ EMAIL: _____

DETAILED PROJECT DESCRIPTION (also complete reverse side): _____

IS THE PROPERTY LOCATED WITHIN A FLOOD PLAIN? _____

IS THE PROPERTY ON SEPTIC OR SEWER? _____

DOES THE HOME ALREADY HAVE SPRINKLERS? _____

DOES YOUR SUBMITTAL INCLUDE STRUCTURAL CALCULATIONS? _____

TOTAL VOLUME OF SITE GRADING (CUT + FILL): _____ yd³

****As part of this Building Permit Application, please also complete and submit the following forms (as applicable):**

**Statement of Understanding
2022 CRC/CBC WUI Conformance Checklist
Indoor Water Use Efficiency Checklist**

Worker's Compensation: Contractor must have valid, current worker's compensation insurance policy before any permit can be issued to a contractor by the Town. **All general and sub-contractors must have a valid Portola Valley Business License prior to starting any work.**

Signature: _____ Date: _____

PLEASE SPECIFY SQUARE FOOTAGE AND VALUATION OF EACH PORTION OF PROJECT:

Work to be Permitted	Square Footage	\$ Valuation
New Residence		
Addition		
Basement (indicate actual sf)		
Detached Garage, Carport, Barn ADU, Cabana, etc. (itemize each at bottom if more than one)		
General Remodel (other than bathroom and kitchen)		
Bath Remodel (quantity:)		
Kitchen Remodel		
New Deck/Deck Replacement		
Repairs (deck, termite, dry rot)	--	
Foundation Repair	(lf)	
Seismic Upgrade/Retrofit		
Stucco/Siding (new or replaced)		
Windows/Doors Only (new or replaced)	(quantity)	
Re-Roof		
Retaining Wall(s) (indicate max height as measured from base of footing to top of wall)	(max height)	
Pool/Spa (in-ground)	--	
Pre-fabricated Spa	--	
Pool Repair/Remodel	--	
Renewable Energy (e.g. solar, powerwall battery)	(kw)	
Demolition		
New Commercial Construction		
Commercial Tenant Improvement		
Commercial Repair		
Miscellaneous Structures Not Listed (itemize below – e.g. arbor, BBQ area, seat walls, fire pit, etc.)		