

## SAN ANSELMO BUILDING DEPARTMENT UNDERSTANDING THE PERMIT PROCESS

Applying for a permit may be simplified by understanding the overall permit application process and what your role and responsibilities are in the process. This should enable you to provide a more thorough and complete application allowing your project to move smoothly through the processing steps, saving time for both you and the Town.

To ensure the expeditious processing of all permit applications it is important to provide a complete application to the Town.

Applicant is to fill out the top half and the back of the form available at the 2<sup>nd</sup> floor of Town Hall and on this web site in the Forms section. Include all the information regarding name, address, phone and fax numbers for the applicant, owner, designer and contractor. The "Description of Work" must clearly describe all the work included within the scope of this permit. Vague descriptions such as "remodel house" may delay processing. Additional work shown on the submitted drawings but not described in the scope of the permit will be assumed as not intended to be constructed at this time. The estimated project value must be listed. If a firm price has not been obtained or a contractor hired as yet, a reasonable estimate by an architect or engineer based on industry standards is acceptable. **This is the value of the project, not necessarily the cost.** If you are doing the work yourself, you need to place a dollar value on your labor. It is intended as the cost a licensed contractor would charge to do the work. A value perceived as unreasonably low may delay issue of the permit until it can be substantiated.

Submit the permit application with the supporting documentation described later and pay the required Plan Check fee. If a fax number is provided, questions or comments by the town are faxed. If not, a letter is mailed to the applicant. When the permit is ready to be issued, the applicant is called. There is no need to call to check on the status of a permit application as the applicant is usually contacted within 1 day after review is completed by all the town departments. A simple application may be processed within 10 working days. It may take 4-6 weeks for a more complex project to be routed through all the town departments so please plan accordingly.