



City of Grover Beach

COMMUNITY DEVELOPMENT DEPARTMENT

MINOR BUILDING PERMIT CHECKLIST

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness prior to submittal. **Applications that are not complete will be rejected.** Check each box under “applicant” to indicate that the information has been provided. If you believe an item is not applicable to your application, please indicate with “N/A”. If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact staff at (805) 473-4520 Or via email at comdev@groverbeach.org.

Minor Permits – Interior Residential Remodels with No structural Changes | Residential Conversions with No Structural Changes | Commercial Interior Tenant Improvements with No Structural Changes



ELECTRONIC SUBMITTAL ONLY – NO HARD COPIES ACCEPTED	
Initial Review	5 Business Days
Subsequent Reviews	3 Business Days



INCOMPLETE SUBMITTALS WILL BE REJECTED & PROPERTY OWNER NOTIFIED

APPLICANT	N/A	CITY STAFF	REQUIRED ITEMS FOR ALL MINOR PLAN CHECKS
<input type="checkbox"/>		<input type="checkbox"/>	COMPLETED BUILDING PERMIT APPLICATION. Application can be found here: https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP (IF PURCHASED WITHIN THE LAST YEAR). Examples include: A copy of a recent Title Report (within the last 12 months), closing statement, property tax bill indicated ownership.
<input type="checkbox"/>		<input type="checkbox"/>	EMAIL COMPLETED APPLICATION & PLANS. Email completed application and any associated plans to comdev@groverbeach.org . All electronic plans shall be in PDF format, to scale or scale provided on plans. Please see these instructions: https://www.grover.org/DocumentCenter/View/11473/Electronic-Submittal-Instructions <i>(Note: Commercial plans require a licensed design professional)</i>
<input type="checkbox"/>		<input type="checkbox"/>	PAYMENT OF BUILDING PERMIT FEES. Remittance of fees as established by the Master Fee Schedule via US mail, drop off, or in person (credit card accepted only in person).

****NOTE****

All Contractors require issuance of a Grover Beach Business Tax Certificate (BTC) prior to issuance of a building permit. Please ensure your contractor has applied and received this document prior to application or permit issuance.

APPLICANT	N/A	CITY STAFF	REQUIRED INFORMATION FOR PROJECT PLANS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A project information sheet that includes the following: <ul style="list-style-type: none"> Owner Name, address, and APN of proposed project Date plans were prepared / or revised Name, telephone, address of applicant / plans preparer Project description Property zoning information Total area (in square feet) of the project site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A site plan shall include the following: <ul style="list-style-type: none"> North arrow and a graphic scale / scale shown on plans Property lines All existing structures on-site Proposed improvements

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A floor plan shall include the following:

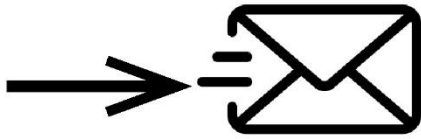
- Scale on plans or dimensions of proposed improvements
- Sizes and uses of all rooms
- Indicate stairways, steps, doorways, windows, closets, patios, porches, decks, built-in appliances, and bathroom fixtures
- Indicate solid portions of walls with shading
- Plan details as required for remodels, conversions, and interior tenant improvement such as mechanical / plumbing / electrical, etc.

APPLICANT	N/A	CITY STAFF	AS NEEDED SUPPORT DOCUMENTATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations / detail plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Calculations / Title 24 Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other support documents required by the California Building Code

What Can I Expect When I Apply?



Fill out the City's building application available on our website:
<https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=>



Email your completed application and associated plans to comdev@groverbeach.org



We will provide you application fees and payment method.



We will review your submitted plans for consistency with the city regulations and State requirements.



Please call the inspection line at (805) 473-4527 at least 24 hours in advanced to inspect your job.



We will email your signed receipt, permit, and permit card.



Please sign permit and return via email to comdev@groverbeach.org



If plans are approved, we will email you notice of approval and a receipt. If fees are due, please pay this amount. Plans not approved will need to be revised and resubmitted.