



**City of San Mateo**  
 Building Division  
 330 W 20<sup>th</sup> Avenue  
 San Mateo, CA 94403  
 (650) 522-7172  
 www.cityofsanmateo.org

# Building Permit Application Form

Revised 2/19/19

**Permit#:** \_\_\_\_\_ **PA#:** \_\_\_\_\_ (If Applicable)

<b>1</b>	Project Address:	Unit #:	Floor:
----------	------------------	---------	--------

<b>2</b>	Project Description:	Valuation of Project: \$

	Type of Project:	Square Footage:	Project Includes:	Existing Use:
<b>3</b>	New Structure:	Sq. Ft.	<input type="checkbox"/> Electrical	
	Addition:	Sq. Ft.	<input type="checkbox"/> Mechanical	
	Alteration/Remodel:	Sq. Ft.	<input type="checkbox"/> Plumbing	
	Garage New:	Sq. Ft.		Proposed Use:
	Garage Alter:	Sq. Ft.		
	Other (Misc.):	Sq. Ft.		
	Demolition:	Sq. Ft.		

<b>4</b>	Property Owner's Name:	Number & Street Name:	City & Zip Code:	Phone Number:
----------	------------------------	-----------------------	------------------	---------------

<b>5</b>	<b>Applicant Information:</b> <input type="checkbox"/> Agent for Owner <input type="checkbox"/> Owner <input type="checkbox"/> Owner-Builder <input type="checkbox"/> Agent for Contractor <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Developer <input type="checkbox"/> Tenant			
	Applicant's (Contact) Name:	Number & Street Name:	City & Zip Code:	Phone Number:
	Company Name:	E-Mail Address:	Fax Number:	

<b>6</b>	Contractor's Name:	Number & Street Name:	City & Zip Code:	Phone Number:
	Business License #:	Contractor's State License #:	License Class:	
	Worker's Compensation Carrier:	Policy #:	Expiration Date:	

<b>7</b>	Architect's Name:	Number & Street Name:	City & Zip Code:	Phone Number:
	Company Name:	Lic#:	Email Address:	Fax Number:

<b>8</b>	Tenant's Name:	Number & Street Name:	City & Zip Code:	Phone Number:
----------	----------------	-----------------------	------------------	---------------

<b>9</b>	Unless a shorter period of time has been established by an official action, plan check approval expires 180 days after the plan check fee has been paid per SMMC 23.06.037 and UAC 304.4. This permit expires 365-days after the permit has been issued and construction has not commenced or if work is suspended or abandoned at any time after the work is commenced for a period of 180 days per Assembly Bill No. 2913.		
	Signature of Applicant:	Print Name:	Date:

