



Town of Hillsborough BUILDING PERMIT APPLICATION

1600 Floribunda Ave • Hillsborough • CA • 94010
650.375-7411 • [fax] 650.375-7415 • www.Hillsborough.net

Permit No. _____ / _____
 Permit No. _____ / _____
 Permit No. _____ / _____

(Please write clearly- shaded areas must be filled in)

Plan Review Contact Person

Job Address: _____
Contact Name: _____
Phone #: _____
Fax #: _____
E-mail: _____
Assessors #: _____

Valuation of Project \$

*

(Valuation schedule/per sq ft: \$250 new, \$175 addition/substantial remodel, \$125 garage/utility, \$100/or actual cost for minor upgrades)

Plan Check Fee: _____
Revised Plan Check Fee: _____
Check #: _____
Receipt #: _____

Owner of Property

Name: _____
Address: _____
City/ Zip: _____
Telephone #: _____
E-mail: _____

Contractor/Superintendent

BE ADVISED: This information will be posted and available on our website.

Company Name: _____
*** Site Contact Person:** _____
*** Site Telephone #:** _____ Cell# _____
Address: _____
City/ Zip: _____
Telephone #: _____
Fax #: _____
E-mail: _____
Contr. Lic #: _____ Class _____
Workers Comp #: _____ Carrier _____
Business License #: _____

Architect, Designer or Engineer

Name: _____
Address: _____
City/ Zip: _____
Telephone: _____
Fax # _____
E-mail: _____
Business License #: _____

Signature of Applicant or Agent

X _____ Date ____/____/____

Description of Work :						
E) Bldg Current Sq Ft						
N) SFD/ 2 nd unit Sq Ft						
Additional Sq Ft						
Substantial Rem. Sq Ft						
Minor Upgrades Sq Ft						
Garage/Utility Sq Ft						
Removed Sq Ft						
Total Scope of Work Sq Ft	GRD Permit/Plan Ck	Req. N - Y	>500yds	500to 1500yds	>1500yds	>1Acre

NOTE: SQ FT CALCULATIONS MAY BE ADJUSTED TO REFLECT ACTUAL SCOPE OF WORK

If checked , This property may be subject to the special requirements because it is within the following zone: <input type="checkbox"/> FLOOD ZONE <input type="checkbox"/> Wildland-urban interface zone <input type="checkbox"/> Creek and/or riparian zone	initial
If checked , A Construction Completion Deposit of 2% may be required for this permit. The Construction Project Time Limitation ordinance was explained, and the informational handout was provided explaining the time limitations and penalties that would apply if the specified completion date was not met.	initial
If checked , A Recycling Plan must be APPROVED prior to the issuance of a building permit or demolition permit	initial
If checked , Allow 4 to 5 weeks for initial plan review for major projects and 2 to 3 weeks for minor projects	initial

For Office Use Only below this line

Date Plans Filed _____ Received By _____
 Planning Date (s) _____ Engineering Date (s) _____

Required		Required	
NA / Y / N	Flood Zone (Cert. req'd Y / N)	NA / Y / N	Constr. Completion Bond Req'd
NA / Y / N	Wildland Fire Area (Cert. req'd Y / N)	NA / Y / N	Parking Strip, Curb & Gutter
Type:	Green Point Checklist (G1-G7 or n/a <500 sq ft)	#	School Fee - > 500 sq ft: Existing _____ - New _____ = (_____)
Long - Short	Recycling Plan (Long / Short)	NA / Y / N	Arborist report required
Y / N	Fire sprinklers required	Y / N	Pre-Construction Meeting is req'd
Y / N	Special inspect (required to be signed)	Y / N	Provide a parking plan
str-civil-soil	Design observation (str/civil/soil)	Y / N	Recorded statement required:
	Scope of work:	NA / Y / N	USA Underground tag required
# _____	Total new square feet	NA / Y / N	Air quality control permit required
# _____	Total Remodeled area	NA / Y / N	PG&E disconnect required
# _____	Total garage/utility	NA / Y / N	Encroachment permit required
Y / N	Conditions of Approval/Notes	NA / Y / N	Grading permit required
NA / Y / N	Creek or riparian area	NA / Y / N	Environmental review needed
NA / Y / N	Landscape water conservation req'd	Y / N	Enc. bond \$250 - \$500 - \$1000 - _____
Bonds:	Constr. \$	Grading \$	Encroachment \$

Building & Combo Permit Fee	Fees	
Building Permit	T-1A-08	
Building Plan Check Fee	65%PF	
Building SMIP. Tax	JV*.0001	
Cal. Building Standards Admin Fund	\$1.per 25k	
Business Tax	JV*.005	
General Plan Maintenance Fee	JV*.0005	
Technology Fee	Per*.05	
Construction Vehicle Fee	JV*.0083	
Document mngt # _____ x 3 ea	\$3. per sht	
Building Bond Deposit	JV*.02	
Revision Plan Check Fee	Hr	
Stop Work issued		
Re-inspect / Additional inspect.	\$108	
Construction Trailers	425	
Recycle fines/ Recycle monitor cost		
Home Efficiency Review	145	
Building/ Code Enforcement Penalties		
Permit expired fees		
Sewer Connections: Res. /Res & 2nd unit	See schedule	
Civil Engineering Plan check/inspection	107 hr	
Civil Engineer Associate inspect.	144 hr	
Emergency Tree removal/ Utility maintenance	150	
Fire plan check processing		
Photo Copy – Copy to disc		
Other/ Staff time / Misc. fee		
Alternate material methods/ADA Hardship rev.		
Revision - Expedite Plan Check Fee		
Roof : < 5sq / 5-40 sq / > 40 sq		
Roof Tech fee		

Mechanical Permit Fee	Fees	
Mechanical Permit Application and Base Fee	\$140.00	
Mechanical Combination Permit Fee	\$46.00	
Business Tax	.5% of P/V	
Technology Fee	5% of P/F	
Additional Appliances/Unit	\$26.00	
HVAC/Heating system replacement	\$98	
New Single Family Residential	\$.10 sq. ft.	
Addition/Alteration < 1056 sq ft	\$98	
Addition/Alteration > 1056 sq ft	\$.09 sq. ft.	
Re-inspect / Additional inspect.	\$108	

Electrical Permit Fee	Fees	
Electrical Permit	\$140.00	
Combination Permit	\$46.00	
Business Tax	.5% of P/V	
Technology Fee	5% of P/F	
Additional Appliances/Unit	\$26.00	
New Single Family Residential	\$.11 sq ft	
Addition/Alteration < 1150 sq ft	\$118.00	
Addition/Alteration > 1150 sq ft	\$.10 Sq ft	
Kitchen	\$98.00	
Bathroom	\$72.00	
Swimming Pools/ Spa	\$170.00	
Generator	\$98.00	
Photovoltaic < 10 KW	\$1.00	
Landscape Lighting/Tennis Ct	\$144.00	
Temporary power	\$72.00	
Service up to 400 amp < 600V	\$98.00	
Service > 400 to 1000amps.	\$144.00	
Re-inspect / Additional inspect.	\$108	

Plumbing Permit Fee	Fees	
Plumbing Permit	\$140.00	
Combination Permit	\$46.00	
Business Tax	.5% of P/V	
Technology Fee	5% of P/F	
Additional Appliances/ Unit	\$26	
New Single Family Residential	\$.11 sq. ft.	
Addition/Alteration < 950 sq ft	\$98	
Addition/Alteration > 950 sq ft	\$.10 sq. ft.	
Backflow Device for Sewer	\$72	
Sewer & Water Test	\$45	
Sewer lateral replacement	\$72	
Add backflow Device	\$26	
Add sewer lateral repair	\$26	
Add sewer lateral replacement	\$26	
Add water service replacement	\$26	
Drainage/Irrigation	\$144	
Kitchen	\$98	
Bathroom	\$72	
Swimming Pools/ Spa	\$170	
Re-inspect / Additional inspect.	\$98	