



DEVELOPMENT SERVICES DEPARTMENT

77 FAIR DRIVE, COSTA MESA, CA 92626

BUILDING DIVISION | (714) 754-5273

Monday – Thursday | 8 a.m. to 5 p.m.

Project Address: _____ **Suite/Unit:** _____

Activity Number: _____ **Received By:** _____

Homeowner Association? YES (Approval letter from HOA required) NO

Existing Chain Link Fence YES NO; **Owner Occupied?** YES NO

Description of work to be performed: (please be specific) _____

Sq. Footage: _____ **Type of Const:** _____ **Valuation:** _____

Occupancy Type: _____ **Occupant Load:** _____ **Grading:** Cut/Fill _____ cubic yds.

Owner/Tenant: _____ **Phone No.:** _____

Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Applicant/Agent: _____ **Phone No.:** _____

Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Architect/Eng.: _____ **Reg. No.:** _____ **Phone No.:** _____

Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Contractor: _____ **Phone No.:** _____

Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

State License No.: _____ **Class** _____ **Expiration:** _____

Workman's Comp. Policy No.: _____ **Expiration:** _____

Insurance Company: _____

(SEE BACK FOR ITEMIZED MECHANICAL, ELECTRICAL AND PLUMBING)



RESIDENTIAL ROOFING PERMITS

Please fill out the permit application and provide the following information

Existing Roof Material	
Square Footage and roof pitch (rise/run)	
Age of Existing Roof	
Existing Solar Panels (Yes/No)	
Install new sheathing/type of sheathing	
Underlayment: Type and # of layers	
New material being installed	

Permit is for residential lightweight roofing only (under 600 lbs per 100 square foot). Any material that is over 600 lbs per 100 square foot (6psf) will require plan check over the counter.

- Two sets of stamped and signed engineering calculations to justify the structure will sufficiently carry the new load. If additional framing is required, the details must be included.
- Two sets of plans minimum on (8.5" x 11") paper indicating size, spacing, and material of additional framing required.

Tear off of any roofing materials will be required to abide by the waste hauling requirements in place that conform with the State of California requirements.

Permits that are over \$10,000 in valuation will require a Construction Access permit from the Public Works Division.

Existing Roofs with Existing Solar Panels

Re-Roofing permits may be obtained if the existing solar stanchions are to remain in place during the re-roofing installation. If solar stanchions are required to be removed for the re-roofing; another permit shall be issued for the re-installation of the Solar System by a licensed solar company holding the appropriate state certifications.