



**RESIDENTIAL ADDITION • REMODEL APPLICATION**  
**Form 4562A**

**Site Address** \_\_\_\_\_ **Parcel#** \_\_\_\_\_

Is building greater than 45 years old?  Yes  No      Age of Building \_\_\_\_\_      Historic  Yes  No

Applicant / Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ e-mail \_\_\_\_\_

Owner \_\_\_\_\_ Phone# \_\_\_\_\_

Owner Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor \_\_\_\_\_ Phone# \_\_\_\_\_

Contractor Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Chula Vista Business License# \_\_\_\_\_ State Contractor's License \_\_\_\_\_ Class \_\_\_\_\_ Expires \_\_\_\_\_

**Residential Addition • Residential Remodel:** (Minimum Plan Submittal Requirements)

**Three complete sets of fully dimensioned, drawn to scale plans which include all of the following:**  
**(If your property falls within a fire zone, you are required to submit a fourth set of plans)**

- Title Sheet     Foundation Plan     Elevations     Roof Plan     Plot/Site Plan     Floor Plan     Cross Sections
- Structural Framing Plans & Details     Mandatory CALGreen

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**Two sets of the following documents:**

- Title 24 Energy compliance documentation  
(Certificates to be copied onto actual plan sheets)
- Single line diagram (Services over 200 amps)
- Soils report or Soils Waiver Form 4559
- Structural calculations (non-conventional framing)
- Engineered truss details (if roof /floor trusses are used)

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Type of Addition/Description of work \_\_\_\_\_

Addition Square Footage \_\_\_\_\_    2nd Story  Yes  No    Fireplace(s)  Yes  No    A/C  Yes  No

Work Not Listed Above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date

PERMIT #

ADDRESS



Development Services Department  
Building Division | Development Processing

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## Frequently Asked Questions about the Building Permit Process

### **Who is authorized to pull a building permit?**

- ✓ Licensed contractor (A valid contractor's license with a valid Chula Vista business license is required.)
- ✓ Property owner (Owner/Builder form completed by property owner is required prior to issuing a permit.)
- ✓ Agent for a licensed contractor (Authorization letter from the contractor is required prior to issuance.)
- ✓ Agent for the property owner (An authorization letter from the owner and an Owner/Builder form signed by the property owner is required prior to issuing a permit.)

### **How many sets of plans are required to submit for a building permit?**

- ✓ Refer to the reverse side of this worksheet.

### **What fees are due when the plans are submitted?**

- ✓ A plan check fee and an intake fee are required to submit plans into plan check.

### **What happens after payment of the plan check fee?**

- ✓ The plans will be routed to the appropriate city departments for review.

### **How long will it take to review the plans?**

- ✓ At the time of submittal, inquire at the building counter for the turnaround time for your project.

### **How do I check the status of my plan review?**

- ✓ You can check the status of your plan review online, go to:

<https://pip.chulavista.gov/CitizenAccess/chulavista.aspx>

and click on Search Applications under Building.

### **What if the plans are not approved?**

- ✓ Plan check correction list(s) will be provided.

### **How will I be contacted when the plan check is complete or if the permit is ready?**

- ✓ The Building Division will contact the applicant by telephone or email.

### **How long is the plan check valid?**

- ✓ Applications for which no permit is issued within 180 days following the date of application shall expire.

### **How do I obtain the permit?**

- ✓ Once the plans are approved and all fees have been paid, an authorized applicant can sign for the permit.

### **How long is the permit valid?**

- ✓ The permit expires if work is not commenced within 180 days of date of issue or if the work is suspended or abandoned at any time after the work is commenced for a period of 180 days.

### **Is a Chula Vista business license required to pull a building permit?**

- ✓ Licensed contractors are required to obtain a Chula Vista Business License before pulling a building permit.

### **How do I schedule an inspection?**

- ✓ To schedule an inspection on a building permit, go to:

<https://pip.chulavista.gov/CitizenAccess/chulavista.aspx>

and click on Schedule an Inspection under Building and follow the prompts.

## CONTACT US:

<b>CITY DEPARTMENT</b>	<b>PHONE NUMBER</b>	<b>FAX NUMBER</b>
Development Services Department (Building Division)	619-691-5272	619-409-5428
Development Services Department (Development Planning Division)	619-691-5101	619-691-5171
Community Development Department	619-691-5047	619-476-5310
Fire Department	619-691-5055	619-691-5057
Engineering Department	619-691-5024	619-691-5171