



RESIDENTIAL UTILITY PERMIT APPLICATION Form 4569

For us to accept your residential utility permit application, you must provide us with a complete submittal package, consisting of the following (exceptions are noted):

- A completed Residential Utility Permit Worksheet
- One copy of the Plot/Site plan showing the general layout of the building site and the location of the proposed utility.
- One copy of the floor plans, elevations, roof plans, etc. (as applicable) to show the location and details of the proposed utility.
- One copy of the Title 24 energy compliance documentation

Site Address _____ Parcel# _____

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 _____

<input type="checkbox"/> ELECTRICAL			
<input type="checkbox"/> ADD	<input type="checkbox"/> REPAIR	<input type="checkbox"/> REPLACE	<input type="checkbox"/> RELOCATE
<input type="checkbox"/> Temporary power pole*		<input type="checkbox"/> New electric meter*	
<input type="checkbox"/> Temporary or permanent service pedestal*		<input type="checkbox"/> Temporary power on a permanent base*	
<input type="checkbox"/> Upgrade existing electrical service*		<input type="checkbox"/> Overhead to underground conversion*	
<input type="checkbox"/> Reset electric meter		<input type="checkbox"/> Miscellaneous wire/conduit	
<input type="checkbox"/> Electric vehicle charging station (up to 200 Amps)			

<input type="checkbox"/> PLUMBING			
<input type="checkbox"/> ADD	<input type="checkbox"/> REPAIR	<input type="checkbox"/> REPLACE	<input type="checkbox"/> RELOCATE
<input type="checkbox"/> Water heater (first heater)		<input type="checkbox"/> Reset gas meter	
<input type="checkbox"/> Water heater (each additional heater)		<input type="checkbox"/> Gas system (first 5 outlets)	
<input type="checkbox"/> Water piping system**		<input type="checkbox"/> Gas system (each additional outlet)	
<input type="checkbox"/> Sewer lateral (sewer main to property line)**		<input type="checkbox"/> New gas meter**	
<input type="checkbox"/> Building sewer (property line to house)**		<input type="checkbox"/> Solar hot water heater**	
For sewer capacity fees contact Engineering at 619.691.5021 - Sewer capacity fees are in addition to building permit fees.			

<input type="checkbox"/> MECHANICAL			
<input type="checkbox"/> ADD	<input type="checkbox"/> REPAIR	<input type="checkbox"/> REPLACE	<input type="checkbox"/> RELOCATE
<input type="checkbox"/> FAU or gravity type furnace with ducts/vent		<input type="checkbox"/> Repair/Replace FAU or gravity type furnace	
<input type="checkbox"/> Floor, suspended or recessed wall heater		<input type="checkbox"/> Repair/Replace floor, suspended, or wall heater	
<input type="checkbox"/> Floor furnace, including vent		<input type="checkbox"/> Repair/Replace floor furnace, including vent	
<input type="checkbox"/> A/C condenser cooling unit**		<input type="checkbox"/> Duct work only**	
<input type="checkbox"/> A/C condenser cooling unit** and duct work**			

WORK NOT LISTED

* **SDG&E work order required before issuance for these items**

** **HERS required for ducts > 40' (all climate zones) Reference fee bulletin 10-200, master fee schedule**

Permit # _____

STAFFUSE ONLY



Development Services Department
Building Division | Development Processing

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:

CITY DEPARTMENT	PHONE NUMBER	FAX NUMBER
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