

**Building Department
City of Red Bluff
555 Washington Street
City of Red Bluff, CA 96080**

**(530) 527-2605 Ext. 3058
FAX: (530) 529-6878**

**INSTRUCTIONS FOR COMPLETING
PRELIMINARY INFORMATION FOR PERMIT APPLICATION**

The following is a brief explanation describing how to complete the Preliminary Information for Permit Application Form. Please print or type the information requested. Feel free to contact the Community Development Department if you have any questions.

- No. 1: Please mark Residential or Commercial building.
- No. 2: Please provide the street address of the proposed construction work.
- No. 3: Describe the type of work that is to be performed such as: a new separate building, an addition to an existing building, or remodel of an existing building area; and the size of the project (square footage and number of stories of the permit work).
- No. 4: Check the appropriate box(s) for the type of work you will be performing, i.e.: Electrical, Mechanical, Plumbing, etc.
- No. 5: Note the occupant's name. The occupant's name could be the name of the property owner, business occupying the premises, or other renter's or lessee's name.
- No. 6: Note the property owner's phone number here.
- No. 7: Provide contact information about the person who will be the project manager for this job. Include his/her name, phone numbers, mailing address, and City, State and Zip Code.
- No. 8: Note the license number of the "contractor" (see footnote below*) performing the work. If no licensed contractor is performing the work, please enter either "owner" or "renter" depending on who will be doing the work.
- No. 9: If there is an "architect" or "engineer"* involved, please note his or her license number. Also, include the phone number for this person.
- No. 10: Please note the value of the job, such as the cost to reroof a building, or place a sign. Include both labor and material cost. If you don't know the labor cost assume it is equal to the material cost.
- No. 11: Please sign and date this application prior to submitting documentation.

* If the city does not have current contractor and/or architect/engineer license information, you will need to contact that professional, ask for it and provide it to us. However, if the professional has not worked in Red Bluff before, please contact us – we need additional licensing information.