# ZONING CERTIFICATE APPLICATION – Building Permits

**ZCBP # 20**  
**BP #**

## Address:  
**Suite/Unit #:**

### Project Description:

### Use of Building/Property:

**Existing:**  
**Proposed:**

### Related Permits:

Have any of the following been approved or requested for this project?  
- [ ] AUP  
- [ ] Use Permit  
- [ ] Design Review  
- [ ] Landmarks

### Project Details (check all that apply):

- [ ] In-kind repair/replacement (includes windows, decks, siding, etc.)  
- [ ] New building or enclosed structure (gross floor area: __________ sq. ft.)
- [ ] Addition to existing building or enclosed structure (gross floor area: __________ sq. ft.)
- [ ] Conversion of garage, basement, or attic to habitable space (gross floor area: __________ sq. ft.)
- [ ] Demolition (includes removal/replacement of exterior wall or roof framing: ___% walls; ___% roof)
- [ ] Removal or pruning of coast live oak tree – indicate circumference at 4’ above ground: _____ in.

### Exterior changes:

- [ ] Windows (new/enlarged openings)  
- [ ] Decks (expanded or new)  
- [ ] Water heater  
- [ ] Other:

### Addition or removal of:

- [ ] Bedrooms (as defined on reverse)  
- [ ] Interior walls separating commercial spaces?  
- [ ] Parking spaces  
- [ ] Residential kitchens

### Impervious Surfaces:

Does the project create or replace 2,500 square feet or more of impervious surface area?  
(See reverse for further details)

- [ ] No  
- [ ] Yes: __________ sq. ft. (submit required stormwater checklist to PSC)

### Applicant Information:

Name: ___________________________  
Address: ______________________________________________________

Phone: ___________________________  
City/State/Zip: __________________________________________________

**I hereby certify that the above information is true and complete to the best of my knowledge.**

Applicant’s Signature: ___________________________  
Date: ______/____/____

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**STAFF USE ONLY**

Intake Planner: ____________  
Zone: ____________  
Zoning Fee: [ ] $60  
[ ] $200  
[ ] $400  
Route to: [ ] DR  
[ ] LM  
[ ] PW (C.3)

Approved by: ___________________________  
Date: ______/____/____

Ordinance Section(s): ___________________________

Approval comments: ____________________________

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Updated September 2017  
g:\landuse\forms & instructions\land use planning forms\word files\forms_zc\zc_building permit app_sept 2017.docx
Addition of Bedrooms:

Pursuant to Ordinance 7,306-N.S., adopted September 10, 2013, the creation of one or more additional bedrooms on any parcel in the R-1, R-1A, R-2, R-2A, or R-3 Zoning District requires an Administrative Use Permit when a fifth bedroom is added, or a Use Permit when any bedroom(s) beyond the fifth is(are) added. For the purposes of this requirement, “bedroom” is defined as follows:

“Any Habitable Space in a Dwelling Unit or habitable Accessory Structure other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas that is at least 70 square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation. A room identified as a den, library, study, loft, dining room, or other extra room that satisfies this definition will be considered a bedroom for the purposes of applying this requirement.” (BMC Section 13.42.020.B)

Impervious Surface Area:

Per the “Stormwater Requirements Checklist,” “create” means to install new impervious surface where there is currently no impervious surface, and “replace” means to install new impervious surface where existing impervious surface is removed. Replacement of existing roofing (including sheathing and/or framing), and creation of a new story above an existing building (with no expansion of building footprint) are not considered new impervious surface under this regulation.

“Impervious surface area” includes any surface not meeting the following definition: “stores and infiltrates rainfall at a rate equal to immediately surrounding unpaved, landscaped areas, or that stores and infiltrates the rainfall runoff volume described in Provision C.3.d [of the Municipal Regional Stormwater Permit].”

Zoning fees for building permit applications:

<table>
<thead>
<tr>
<th>Fee category</th>
<th>Fee amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>All projects except as noted below</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>In-kind repair/replacement work</td>
<td>$60</td>
<td>E.g., window replacement, dry rot repair, etc. Does not include demolition and rebuild of an entire building.</td>
</tr>
<tr>
<td>Project approved with Use Permit and/or Variance</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Project requiring more than one hour of staff time</td>
<td>$200 per hour (beyond first hour)</td>
<td></td>
</tr>
<tr>
<td>Fourth and subsequent plan check submittal</td>
<td>$200 per hour</td>
<td></td>
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</tbody>
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