



## PLANNING DIVISION CLEARANCE FORM

This form must be completed and signed by Planning Division Staff servicing the One Stop Shop counter prior to the submittal of building permit applications or plan check submittal. This form is required for projects that: 1) propose modifications to any exterior element of a building (either residential or commercial); 2) add square footage; 3) change use of existing space; 4) require entitlements; 5) propose new construction of buildings; or 6) include facilities requiring screening and clearance. For permit applications submitted on-line through the public permit portal, please call (951)-826-5371 to process Planning approval remotely.

### APPLICANT INFORMATION:

Project Address (Verified in City)							
Scope of Work							
Applicant Name					Date		
Phone Number			Applicant is Owner		Agent		Designer
<b>By signing below you state that the information provided and all work proposed is accurate and true</b>							
Applicant Signature							

### FOR STAFF USE ONLY:

Planner					Date		
At Risk Submittal?	Yes		No		Case Number		
Comments:							

<b>READY FOR PERMIT</b>	Yes		No		<b>READY FOR BUILDING PLAN CHECK</b>	Yes		No	
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PLANNER SIGNATURE: \_\_\_\_\_