



# City of Grover Beach

## COMMUNITY DEVELOPMENT DEPARTMENT

### OVER THE COUNTER BUILDING PERMIT CHECKLIST

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness prior to submittal. **Applications that are not complete will be rejected.** Check each box under “applicant” to indicate that the information has been provided. If you believe an item is not applicable to your application, please indicate with “N/A”. If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact staff at (805) 473-4520 or [comdev@groverbeach.org](mailto:comdev@groverbeach.org).

**Over the Counter Permits – Electrical Panel Replacement / Upgrades | Heater / Furnace Replacement | Re-Roofs  
Replacement of Water / Gas Line | Water Heaters | Exterior Siding**

#### INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

APPLICANT	CITY STAFF	REQUIRED ITEMS FOR ALL OVER THE COUNTER PERMITS
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLETED BUILDING PERMIT APPLICATION.</b> Application can be found here: <a href="https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=">https://www.grover.org/DocumentCenter/View/41/BldgPermit-App?bidId=</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROOF OF OWNERSHIP (IF PURCHASED WITHIN THE LAST YEAR).</b> Examples include: A copy of a recent Title Report (within the last 12 months), closing statement, property tax bill indicated ownership.
<input type="checkbox"/>	<input type="checkbox"/>	<b>EMAIL COMPLETED APPLICATION.</b> Email completed application to <a href="mailto:comdev@groverbeach.org">comdev@groverbeach.org</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>PAYMENT OF BUILDING PERMIT FEES.</b> Remittance of fees as established by the Master Fee Schedule via US mail, drop off, or in person (credit card accepted only in person).

**\*\*NOTE\*\***

*All Contractors require issuance of a Grover Beach Business Tax Certificate (BTC) prior to issuance of a building permit. Please ensure your contractor has applied and received this document prior to application.*

#### What Can I Expect When I Apply?

