ADMINISTRATIVE PERMIT (ADP) APPLICATION FORM

Applications may be filed with the Planning Division Monday through Thursday between the hours of 7:00 a.m. and 5:30 p.m.

Project Address: ____________________________________________
Assessor’s Parcel Number(s): _________________________________
Zone: _________________________ Land Use District: __________

Applicant’s Name: __________________________________________
    Address: ____________________________________________
    Phone Number: ___________________ E-Mail: ________________

Property Owner’s Name: _____________________________________
    Address: ____________________________________________
    Phone Number: ___________________ E-Mail: ________________

Architect/Engineer Name: ____________________________________
    Address: ____________________________________________
    Phone Number: ___________________ E-Mail: ________________

Detailed Description of Project or Business:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

OFFICE USE ONLY

Date Filed: ____________________________________ Case No.: ________________________
Correct # of Plan Provided? ______ Folded? ______ Reduced Plans? ______ Plans On CD? ______
Prior Case # (s) ______________________________________________________________________
Prior ZVR # (s) ______________________________________________________________________
Receipt No.: ______________________ Fee Paid: $ ______________________ Issued By: ____________
Type of Project:
- New business
- Relocating business
- Letter of Public Convenience & Necessity (PCN)
- Reuse of existing building (vacant longer than 3 years)
- Exterior change to an existing building
- Building expansion (less than 10% of floor area)
- ABC license for a restaurant (attach completed Alcoholic Beverage Sales Application)

Type of Business:
- Retail/Commercial
- Industrial
- Office
- Other (please describe) ________________________________
- Restaurant

Project Information:
Square footage of the entire property: ___________________________________________________________
Square footage of the building and/or building addition: __________________________________________
Hours of operation: ______________________________ _____________________________________________
Number of employees: _______________________________________________________________________

APPLICATION SUBMITTAL REQUIREMENTS:
- Completed Application Form
- Notarized Property Owner’s Authorization
- Fees
- Site Plan (see above list for required items) – 5 copies
- Floor Plans (interior of the building) – 5 sets
- Elevations (all four sides of building and property) – 1 set of photos; and/or __________________________
- Elevations showing the proposed changes to the exterior of the building – 5 sets
- All plans must be collated, stapled, and folded (minimum size – 8½“ x 11” & maximum size – 8½ “ x 14”)

THE FOLLOWING ITEMS MUST BE SHOWN AND LABELED ON SITE PLANS:
- North arrow, drawing scale, date of preparation, name of plan preparer
- Dimensions and shape of lot (include square-footage) and all structures
- Dimensions and names of all adjacent streets or public right-of-way
- Location and dimensions of all buildings/structures including square-footage of each
- Location and labels for all existing and proposed uses on the property and within 100 feet of the property
- Location and dimensions of parking lots, driveways, parking spaces, and drive aisles
- Location and dimensions of all handicap parking spaces, ramps and curb ramps, and signs
- Location of handicap-accessible Path of Travel to building entrance, sidewalks, and interior walks
- Type of pavement and/or groundcover
- Location of loading zones and refuse enclosures
- Location of existing and proposed fences, walls, and gates (including heights)
- Location of overhead or adjacent utility poles, wires, pole signs, transformers, or other structures
- Location of fire hydrants (on and adjacent to the property)
- Building occupancy rating, type of building construction, and if automatic sprinklers are in building

Site plans may not exceed 24” x 36”. Rolled plans will not be accepted.
PROPERTY OWNER’S AUTHORIZATION FORM

To: City of San Bernardino, Community Development Department

From: Please list the name(s) and address(es) of all property owner(s).

1. Owner Name: ___________________________________ Phone: ____________________________
   Complete Address: _______________________________ E-mail: ____________________________

2. Owner Name: ___________________________________ Phone: ____________________________
   Complete Address: _______________________________ E-mail: ____________________________

3. Owner Name: ___________________________________ Phone: ____________________________
   Complete Address: _______________________________ E-mail: ____________________________

This letter shall serve to notify you and verify that I/we am/are the legal owner(s) of the property described in
the attached application and do hereby authorize:

Applicant’s Name: _______________________________ Phone: ____________________________

Applicant’s Complete Address: ___________________________ E-mail: ____________________________

To file and present my/our interest in the above referenced application(s).

Certification Statement

I hereby certify, under penalty of perjury, that the proposed use will not obstruct or otherwise hinder access to any
recorded easements, and that I am authorized by the property owner(s) to submit this application.

Name (printed): __________________________________________________________

Signature: __________________________________________________________________

Title: _____________________________________________________________________

Date: _____________________________________________________________________

SUBSCRIBED AND SWORN TO BEFORE ME THIS _______ DAY OF ____________, 20___

________________________________
NOTARY PUBLIC

Applications may be filed at the Community Development Department between the hours of 7:30 a.m. and
5:00 p.m. Monday through Thursday
All required items must be submitted at the time of application. Incomplete applications will not be accepted.