

example, the city can notify neighboring property owners and hold a public hearings. If your project is in the special study zone Geotechnical review is also required. Which may add more time.

We urge you not to make a timetable for yourself or with any contractors until you have determined the approximate time it will take for your approvals. When you apply for a permit, the Counter staff will probably be able to give you an estimate

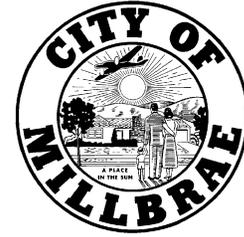
Once I have my building permit and I begin construction, how do I arrange for a building inspection ?

To schedule an inspection all you do is call the morning that you want the inspection between 8:30 am and 12:00 Noon and you will receive you inspection that afternoon between 1:00 pm and 5:00 pm.

To ask a question about when you will need your next inspection, ask your building inspector or call the building division between 8:30 am and 12:00 Noon, weekdays.

Which documents must I have available during an inspection ?

Any plans, job inspection card, and any calculations, that you were required to prepare for your project which where returned to you stamped approved and the project inspection record card.



General Procedures When You Apply for a Planning or Building Permit

City of Millbrae
Community Development
Department
Building & Planning
Divisions

Building Division
650-259-2330
Planning Division
650-259-2341

Fax 650-697-2657

Website

[www ci.millbrae.ca.us](http://www.ci.millbrae.ca.us)

General Procedures When You Apply for a Planning or Building Permit.

How do I apply for a planning or building permit ?

Planning applications apply to the Planning Division From 8:30 am to 5:00 Pm weekdays. No appointment is necessary through highly recommended.

The Building Division Applications are received in the Building Division office between 8:30 am and 12:00 Noon, weekdays. No applications are received in the afternoon. No appointments are necessary.

What's the first step in this process ?

Once you are familiar with your projects aspects , We recommend that you prepare some very preliminary plans and bring them to the Planning or Building Counter so that we can review them. An informal meeting at this stage may save you considerable money and time later on. The goal of every staff member is to help you get your project approved. After seeing very preliminary plans, the counter staff can help by spotting potential problems and

pointing out what kinds of changes if any you might have to make. Then you can create your formal plans and submit your application.

For projects over 1 million dollars it is highly recommended that you have a preliminary meeting with staff to discuss the projects scope, any special conditions, processes, other agencies, etc, This meeting is at no charge to you and can be scheduled with the Planning Division at 650-259-2341.

What happens after I apply ?

The staff reviews your plans and routes them to several other departments for their review, including, Fire, Building, Planning, Public Works Engineering Division, You may be required to as submit plans to any or all of these other agencies, Environmental Health, Public Utilities, Air Quality District, School Districts.

Once you have made any required changes and all departments have given their approval, we will notify you that your plans are ready for pick up and after you pay any fees that are due receive your permit.

What fees must I pay ?

The fees for a permit, plan check, and planning services very depending upon a number of factors. You may call the planning or building divisions for the current fee for your project.

When do I pay the fees ?

You must pay the fees for plan check, Geotechnical or planning fees at the time of submittal, All other fees are collected at the time a permit is issued to you.

How long will it take for my application to be approved ?

Approval time depends on several factors, including the complexity of your project, the number of approvals required, seasonal workloads, appeal periods, and whether your plans will require changes.

If you are applying for a building permit for a very minor repair project that requires no other kinds of permit, the approval time may be a matter of days or weeks.

If your project required planning approval, the approval time may be considerably longer so that for