



**City of Newark**  
**Building Inspection Division**

**PERMIT APPLICATION WORK SHEET**

Record Number

**Application:** This form should be completed when applying for a construction permit for issuance by the City of Newark Building Inspection Division. Please provide all applicable information.

**Plan Check Deposit:** If plans are being submitted for review prior to the issuance of a permit a plan check deposit is due at time the drawings are submitted. The plan review deposit amount is normally based upon construction valuation. An accurate construction valuation estimate is needed in order for an application to be accepted.

**Complete Package:** Plans submitted for plan check must be complete. If all the required information is not provided then the drawings cannot be accepted.

- All the sheets of at least one set of the drawings shall be stamped and wet signed by the Architect or Engineer of record. Digital or copied signatures are not acceptable. The name, address and phone number of the Architect/Engineer of Record shall appear on the cover sheet.
- All sheets shall be the same size.
- The drawing package shall include all applicable architectural, structural, civil, plumbing, mechanical, and electrical drawings (none of these trades can be a deferred submittal).
- At least 3 sets of drawings shall be submitted. For more complex projects additional sets may be required. Please check with Building Inspection counter staff.
- If the project has, or is required to have, a soils report then two copies shall be provided.
- If the project has structural calculations then one complete set shall be provided.
- One set of energy conservation forms shall be provided.

<b>PROJECT</b>	Project Address:			
	Project Description:			
	Project Construction Valuation: \$ _____		Overall valuation is for all the work and includes building, finishing, installed equipment, air conditioning and heating equipment, plumbing, electrical, and contractor's overhead and profit. If the work is being performed by an owner/builder the construction valuation shall include the market value of all labor and normal contractor overhead and profit. Misrepresentation of the construction valuation may result in a penalty fee.	
<b>PROP. OWNER</b>	Name: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>			
	Mailing Address:	Street:		
		City:	State:	Zip:
	Phone:	E-mail:		
<b>CONTRACTOR</b>	Name:			
	Mailing Address:	Street:		
		City:	State:	Zip:
	Contact:	Name: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>		Phone:
License Type:		License No:	E-mail:	
<b>DESIGNER</b>	Name:			
	Mailing Address:	Street:		
		City:	State:	Zip:
	Contact:	Name: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>		Phone:
License Type:		License No:	E-mail:	