



Today's Date: \_\_\_\_\_  
 Expected Date of Completion: \_\_\_\_\_

Client Name / Developer Name: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Jurisdiction / Agency: \_\_\_\_\_

Job Code: \_\_\_\_\_

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Commercial  |
| <input type="checkbox"/> | Retail      |
| <input type="checkbox"/> | Residential |
| <input type="checkbox"/> | Municipal   |

**J.L. Hare Associates**  
 On Call / a La Carte Services

**Assignments / Tasks:**

- Type of Permit:
  - o Grading:
    - Grading, Preliminary: \_\_\_\_\_.
    - Grading, Precise: \_\_\_\_\_.
  - o Building:
    - Residential: \_\_\_\_\_.
    - Non-Residential / Commercial: \_\_\_\_\_.
  - o Landscape: \_\_\_\_\_.
  - Model: \_\_\_\_\_.
  - Production / Site: \_\_\_\_\_.
  - o Retaining Wall / Concrete or Masonry Fence: \_\_\_\_\_.
  - o Demolition: \_\_\_\_\_.
  - o Oil Well: \_\_\_\_\_.
  - o Plumbing / Mechanical / Electrical: \_\_\_\_\_.
  - o Swimming Pool / Spa: \_\_\_\_\_.
  - o Solar / Photovoltaic: \_\_\_\_\_.
  - o Sign / Signage: \_\_\_\_\_.
  - o Tenant Improvement: \_\_\_\_\_.
- Order Plans:
  - o Type of Plans / Permit: \_\_\_\_\_.
  - o Design Consultant: \_\_\_\_\_.
  - o Contact Name / Info: \_\_\_\_\_.
- Pick up plans: Plan Check #: \_\_\_\_\_.
- o \_\_\_\_\_ (Agency/Jurisdiction)
- o \_\_\_\_\_ (Plan Checker)
- Route Plans: Plan Check #: \_\_\_\_\_.
- o \_\_\_\_\_ (Agency/Jurisdiction)
- o \_\_\_\_\_ (Plan Checker)
- Prepare submittal package(s) for submittal (*i.e. plans, documents, calculations, soils, etc.*) Instructions: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Orange County Office:**  
 1450 North Tustin Avenue, Suite 105  
 Santa Ana, CA 92705  
 714.245.9760-office 714.245.9761- fax

- Project Strategy / Negotiations: \_\_\_\_\_  
\_\_\_\_\_
- Permit Extension(s): \_\_\_\_\_ (permit #s)  
\_\_\_\_\_ (permit #s)
- Permit fee Calculations:
  - Plan Check fee: \_\_\_\_\_.
  - Inspection fees: \_\_\_\_\_.
- Permit Issuance: Plan Check #: \_\_\_\_\_.  
  - \_\_\_\_\_ (Agency/Jurisdiction)
  - \_\_\_\_\_ (Plan Checker)
- Occupancy/ Research:
  - Occupancy Coordination: \_\_\_\_\_.
  - Research and Investigations: \_\_\_\_\_.
- Bond:
  - Submit Cost Estimate: \_\_\_\_\_.
  - Obtain Bond Amount: \_\_\_\_\_.
  - Bond Submittal: \_\_\_\_\_ (permit #)
  - Bond Exoneration: \_\_\_\_\_ (permit #)
- Condition of Approval Management
  - Planning Condition(s): \_\_\_\_\_.  
    - Clearance(s): \_\_\_\_\_.
  - Building Condition(s): \_\_\_\_\_.  
    - Clearance(s): \_\_\_\_\_.
  - Grading/Engineering Condition(s): \_\_\_\_\_.  
    - Clearance(s): \_\_\_\_\_.
- Occupancy Coordination: \_\_\_\_\_.

**Miscellaneous Agency Approvals:** (please check any of the following, and detail scope of work): \_\_\_\_\_  
\_\_\_\_\_

- Fire Dept. Approval
- Fire Revision
- Health Dept. Approval
- Water District Approval
- Sanitation District Approval
- Dry Utility Dept approval/coordination
- AQMD approval/coordination
- California Coastal Commission approval / coordination.
- Traffic Approval
- Methane Approval
- Flood Control Clearances

**Miscellaneous Permits/Structures:** (please check any of the following, and detail scope of work): \_\_\_\_\_

- 
- Encroachment Permit
  - WQMP
  - BMP
  - SWPPP
  - Courtesy Inspections
  - Acoustic Report (Noise Analysis)
  - Cabana
  - Photovoltaic
  - Private Fire Line
  - Private Water/Sewer/Gas
  - Rec. building
  - Site Lighting/Trash Enclosure/Mail Box
  - Sales Trailer
  - Sales Office
  - Wall/Fence/Pilasters
  - Retaining Wall
  - Acoustic Wall
  - Entry Monuments
  - Model Accessory Structures
  - Production Accessory Structures
  - Signs / Signage Permits
  - Demo Permit
  - Pump Station
  - Pools/Spas
  - Restroom Building
  - Clubhouse
  - Grease Waste Interceptors

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