



City of Commerce

Community Development Department
2535 Commerce Way
Commerce, CA 90040
Tel. (323)722-4805 • planning-division@commerceca.gov

PLANNING MISCELLANEOUS PERMIT APPLICATION

FOR OFFICE USE ONLY

Project No: _____ **Application Fee:** _____ **Date Submitted:** _____

APPLICATION COMPLETENESS: Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application.

The Community Development Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified, within **30 days** of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

NOTE: The Planning Miscellaneous Permit Application is also available at the following website address:
<https://www.commerceca.gov/city-hall/community-development/planning/planning-applications-fees>

INSTRUCTIONS TO APPLICANT:

- A. Complete all the items listed below. *Please print legibly.*
- B. Submit the following:
 - 1 completed Application
 - 1 electronic copy of Site/Plot Plan to scale (*or 24”x 36” sheets if submitting in person*)
 - 1 electronic copy of Floor Plan to scale (*or 24”x 36” sheets if submitting in person*)
 - 1 electronic copy of Elevations to scale (*or 24”x 36” sheets if submitting in person*)
- C. Occupant’s Permission to Enter and Investigate Site
- D. Application Fee (See link above for current ‘Fee Schedule’ information)

***For electronic submittals email all required documents to:** planning-division@commerceca.gov

GENERAL INFORMATION:

Applicant: _____

Address: _____

Telephone No.: _____ Email: _____

Property Owner: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

PROJECT INFORMATION:

General Location or Project Address: _____

Assessor's Parcel No(s): _____ Present Zoning: _____

PROJECT DESCRIPTION: (Check all that Apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> HVAC/AC Unit | <input type="checkbox"/> Water Heater | <input type="checkbox"/> Commercial Solar System |
| <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Fence/Retaining Wall | <input type="checkbox"/> Window(s) Relocation |
| <input type="checkbox"/> Residential Additions/Exterior Alterations | <input type="checkbox"/> Commercial Additions (<i>less than 25,000 SF</i>)
or Commercial Exterior Alterations | |
| <input type="checkbox"/> Other Improvements: (<i>Describe</i>) | | |

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/we understand and agree to abide by all the regulations of the City of Commerce and any other conditions imposed for the permit/activity requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

Applicant's Signature

Date

All property owners must sign this application. If this portion is completed by someone other than the property owner, written proof is required authorizing the individual to sign on behalf of the property owner.

Property Owner/Approving Agent Signature

Date

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Received By: _____ Application Fee: _____ Receipt No.: _____

NOTES:

Approved: Not Approved: Planner: _____

CONDITIONS:



CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT

<https://www.commerceca.gov/city-hall/community-development/planning>

OCCUPANT'S PERMISSION TO ENTER AND INVESTIGATE SITE

City of Commerce
Community Development Department
2535 Commerce Way
Commerce, CA 90040

I, _____, as _____
(owner or lessee)

and occupant of the property located at: _____,

do hereby authorize representatives from the City of Commerce to enter upon the above-mentioned property for inspection purposes and to obtain photographs of the subject property to prepare the necessary reports associated with Public Hearing Case: _____.

This authorization is null and void upon the final decision on this particular case, made either by the Planning Commission or City Council of the City of Commerce.

I do/ do not have a dog or other animals on the premises.
(circle one)

Signature

Date

To be filled out by occupant (owner or lessee)