



Building Division
 736 F Street
 Arcata CA 95521
 707-825-2128
 permits@cityofarcata.org

Permit # _____
 Date Received _____
 By _____

SIMPLE BUILDING PERMIT APPLICATION

Use this form **ONLY** for the stand-alone work listed below. *If you have any questions about whether the work qualifies for an over-the-counter permit, call the Building Division at 707-825-2128.* There is no plan check requirement for these over-the-counter permits.

- Simple Mechanical . . .** Stand-alone furnaces, ventilation, hood, and duct systems
- Simple Plumbing** Water heaters, sewer line replacement and repair, gas lines, water pipes
- Simple Electrical** Units and systems – panels, sub-panels, fixtures, signs, residential appliances
- Re-Roofing** One-to-one replacements only

How to Submit the Application:

PDF: Save this form to your computer, then complete and save again before emailing.

SCAN: Print the form, complete by hand, and scan.

- Email the PDF or scanned application to: permits@cityofarcata.org
- You will receive an email when the permit is ready for pickup, along with the cost.

You can also complete this form by hand, and bring to the office to obtain the permit.

PROPERTY / Work Address _____ **APN (if known)** _____

Specific Work to be Done _____

Square Feet (Roof) _____ **Cost of Work** _____

PROPERTY OWNER Name _____

Mailing Address _____ **City** _____ **State** _____ **Zip** _____

Phone # _____ **Email** _____

CONTRACTOR Business Name _____

Owner / Contact Name _____

Mailing Address _____ **City** _____ **State** _____ **Zip** _____

Phone # _____ **Email** _____

Contractor License # _____

Note: If you do not already have a business license with the city of Arcata, you may apply and pay for one when you pick up the permit.

When is permit needed? _____