

Thank you for submitting your Architectural Review Permit, Use Permit or Sign Permit Application. In Foster City, construction of property improvements is typically a 2- step process as outlined below. If during the process you have questions, please call the Community Development Department at 650/286-3225 or e-mail the Department at cdd@fostercity.org. Please sign and return this form with your application.

STEP 1 – Obtaining a Zoning or Sign Permit (Called either an Architectural Review Permit, a Sign Permit, or a Use Permit)

Obtaining either an Architectural Review Permit, a Use Permit or a Sign Permit, *entitles a property owner to apply for a Building Permit* (Step 2 in the process). **By themselves and without completing Step 2 (below), neither an Architectural Review Permit, a Use Permit or a Sign Permit, entitles a property owner to begin construction/installation of a proposed property improvement.** To obtain an Architectural Review Permit, a Use Permit or a Sign Permit you must:

- Submit a complete Architectural Review Permit, Use Permit or Sign Permit application and all required plans and information (for residential property improvements please see the City’s “Residential Property Improvements Information Package” for details).
- Pay the required application fee.
- Attend a Planning Commission Meeting if the property improvement proposed requires approval by the Planning Commission.
- Receive, sign, and return either the Notice of Decision or the Notice of Sign Permit Decision, or the Action Letter (Planning Commission approval) approving the application for the property improvement.

STEP 2 – Obtaining a Building Permit

Obtaining a Building Permit *entitles a property owner to actually begin and complete the construction or installation of the proposed property improvement.* The information required for a Building Permit includes some of the same information as required for an Architectural Review Permit, Use Permit or Sign Permit but it also includes much more detailed construction plans and information required by the relevant building codes. To obtain a Building Permit you must:

- Submit a complete Building Permit application and all required plans and information **(this is different than an application for an Architectural Review Permit, a Use Permit or Sign Permit).**
- Pay the required plan check fee, (if applicable).
- Pick up the “job copy” of the plans and inspection card and pay any remaining fees when notified by the Building Inspection Division that your permit is ready to be issued.
- Avoid beginning actual construction or demolition until your Building Permit is issued by the Community Development Department/Building Inspection Division.

Please contact the Community Development Department staff if you have any questions during any part of the application process.

Property Owner/Applicant: _____
(Signature)

Date: _____