



**CITY OF SOUTH PASADENA**

Community Development Dept. • Planning Division  
1414 Mission Street, South Pasadena, CA 91030  
(626) 403 - 7220 •  
[AskPlanning@southpasadenaca.gov](mailto:AskPlanning@southpasadenaca.gov)

**MISCELLANEOUS PERMIT APPLICATION**

**File No.:** \_\_\_\_\_  
*Office Use Only*

**PROJECT ADDRESS OR APN:** \_\_\_\_\_

**APPLICANT'S INFORMATION**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER'S INFORMATION**

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT DESCRIPTION** (Check all that apply):

Water Heater (Only)  Solar Panels  AC Unit (Only)  Windows/Doors  Re-Roof

Swimming Pools & Spas  Other (Describe): \_\_\_\_\_

Other Improvements (Describe): \_\_\_\_\_

Describe in detail the proposed development:

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Further requirements may be requested depending on proposed project. For further information, please contact the Planning Division by calling (626) 403-7220, between 7:30 a.m. and 6:00 p.m., Monday through Thursday.



# CITY OF SOUTH PASADENA

## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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### **MISCELLANEOUS PERMIT APPLICATION GUIDELINES**

Applications for a Miscellaneous Permit are processed by the Planning Division within the Community Development Department.

In order to approve a Miscellaneous Permit, a set of plans may be necessary. At minimum, a site plan is required describing in detail how the proposed project will be developed on a particular site. In addition, the site plan shall identify the location of existing and proposed improvements, landscaping, parking, building modifications, etc. Site developments or alterations are reviewed to determine conformity with local zoning regulations.

### **APPLICATION PROCEDURES**

1. Submit a completed Miscellaneous Permit application (attached).
2. Submit a site plan and/or a set of plans for the proposed improvements.
3. All re-submittals shall contain the previously submitted plans with the corrections made by the Planning Division.

Further requirements may be requested depending on proposed project. For further information, please contact the Planning Division by calling (626) 403-7220, between 7:30 a.m. and 6:00 p.m., Monday through Thursday.