



Community Development  
Building Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2752  
Fax (650) 947-2734

## FAXED PERMIT PROCEDURES

1. Contact the Building Division at (650) 947-2752 for a permit application or download a copy from the City of Los Altos website at [www.ci.los-altos.ca.us](http://www.ci.los-altos.ca.us). Go to City Departments, click on Building. Scroll down to find a list of our forms and handouts. You can fax the applicable Permit Application and Bank Card Authorization Form to (650) 947-2734 or you can mail it to: The City of Los Altos, 1 N. San Antonio Road, Los Altos, CA 94022., with a check.
2. Provide construction value for work to be done. The cost of the permit will be calculated for you when the application is processed. A copy of our fee schedule can be obtained by calling the Building Division or going to our website.
3. Faxed permit applications are accepted for the following work:
  - Replacement/installation of water heaters, furnaces and air conditioners. ***Permit applications for air conditioners, whether new or replacement, must be accompanied with a site plan showing distances from all property lines, model number and bel rating.*** You may contact the Planning Division at (650) 947-2750, for further information.
  - Repair of gas, sewer or water lines
  - Repipes
  - Residential electrical service change up to 200 amps
  - Replacement/Installation of outlets & lighting,
  - Re-Roofing (**Requires Re-Roofing Permit Application**)
  - Repair of Chimneys
  - Retrofit Window Replacement (note: all bedrooms windows must meet egress)
  - Payment of Re-inspection fees
4. Your permit application **will not** be processed with out all applicable documentation:
  1. Completed Permit Application
  2. Appropriate Payment Information, i.e. bankcard authorization form or check
  3. Business License Application (if currently expired or you have never obtained one) For information regarding your business license, please contact (650) 947-2750
  4. Expired workers' compensation insurance or Contractor's License.
5. Your application will be processed within three working days. The Permit(s) will be mailed back to you unless otherwise specified. **Please note that a \$5.00 fee for postage and handling will be added.**

