



City of Hollister
Development Services Department
Building Division

339 Fifth Street, Hollister, CA 95023
Ph. (831) 636-4355 Email: building@hollister.ca.us

Building Permit Information Fact Sheet

- **Approved Plans** will be emailed to the email on file for the applicant.
- **Please print TWO Color copies** of your plans on min 18' x 24" paper –Keep one copy of the **JOBSITE** and bring **ONE** back to the **BUILDING department**. *Revisions to the approved plans must be submitted to the building department for plan review. Inspections will be subject to review prior to scheduling and will not be conducted in areas affected by the revision.*
- **Once a building permit is issued**, the permit is active for 365 days from the date of issuance. The expiration date will reset, 365 days after each consecutive inspection. Extensions, for periods of not more than 180 days each, may be granted upon receipt of a written request with justifiable cause demonstrated.
- **Your permit and approved plans must be kept on site** and be available at the time of inspection – Please be advised that your inspection will not be conducted should either not be on site and reinspection fees may apply.
- **Inspections are a requirement of the permit process** - Inspections may be requested one business day prior to the desired inspection date, **before** 3:00 pm
 - **To request an inspection**, call 831-636-4355 (option 2) or email inspections@hollister.ca.gov with all required inspection information.
 - **Provide the following information when scheduling your inspection:**
 - Job Address
 - Permit Number
 - Requested Date of Inspection
 - Preference of AM or PM Inspection
 - Inspection Type
 - Contact Name and Phone Number
 - **After hour inspections** must be requested 2 weeks prior to the inspection date and require prior approval. After hours inspection fee must be paid prior to the date of inspection.
- **Prior to scheduling a Building Final**, the following must be complete (if applicable based on permit type and scope of work):
 - All Conditions of Approval from ALL departments must be complete.
 - Planning Department Final Approval
 - Fire Department Final Approval
 - Engineering Department Final Approval
 - Health Department Final Approval
 - CalCerts or CHEERS documents complete.
 - Completed Construction & Demo Integrated Waste Form and Receipts

*****If you are unsure which items are needed for your project, prior to the building department final, please contact the Building Department at the phone number provided*****