



**CITY OF HIGHLAND
BUILDING & SAFETY DIVISION**

27215 Baseline St., Highland Ca, 92346

Permit Counter: (909) 864-8732 X 232 | Inspection Request Line 909-864-8732 X 228

Hold Harmless SAMPLE LETTER

REQUEST FOR PLAN REVIEW PRIOR TO ZONE CLEARANCE

Note: ALL REQUESTS MUST BE SUBMITTED ON LETTERHEAD (NO HAND WRITTEN LETTERS WILL BE ACCEPTED). ADDRESS LETTER TO CASE PLANNER.

**City of Highland Community Development Department
27215 Base Line
Highland, Ca 92346**

SUBJECT: PROPOSED CONSTRUCTION OF (YOUR PROJECT ADDRESS/ASSESSOR PARCEL NUMBER AND CASE NUMBER).

(Developer and/or property owner) requests permission to submit construction documents and a Building and/or Fire permit application for the above referenced project prior to final approval by the Planning Commission and/or the Planning Division.

(Developer and/or property owner) is aware that this plan check is being done at their own risk and that plan check fees will not be refunded if the necessary Planning Division approvals for this project are not granted.

(Developer and/or property owner) also agrees to resubmit revised drawings and pay supplemental plan check fees should the documents require revisions based on additional plan check or Planning Division/Commission comments. Furthermore, I am aware these comments may cause additional delays.

(Developer and/or property owner) understands that the Building and Safety plan review expires 365 days from the date of submittal.

Please authorize us to proceed with the building plan check and application process. Should you have any questions, please contact (insert contact person's name and phone number).

Sincerely,

Owner, officer of developer, name, title

Approved by (insert case planners Name)

Date

Flood Zone Verification (staff initials here): _____ In Flood Zone _____ Not in Flood Zone

High Fire Hazard Zone (staff initials here): _____ In High Fire Zone _____ Not in High Fire Zone

NOTE: If you have any questions regarding this policy or the related codes please call the Building and Safety Division at (909) 864-6861 X 232.