



# SERVICE REQUEST APPLICATION

CITY OF ENCINITAS  
PLANNING AND BUILDING DEPARTMENT  
505 South Vulcan Avenue  
Encinitas, California 92024

(760) 633-2710 • [planning@encinitasca.gov](mailto:planning@encinitasca.gov) • [www.encinitasca.gov](http://www.encinitasca.gov)

Application No. \_\_\_\_\_  
Date: \_\_\_\_\_

Complete the following information and submit with the \$140.00 fee to the Planning and Building Department. Attach a thorough description of the request and briefly describe here:

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

**PROPERTY:**

Address: \_\_\_\_\_ APN: \_\_\_\_\_

Between \_\_\_\_\_ And \_\_\_\_\_  
(Street) (Street)

**PROPERTY OWNER:** (Check box for contact preference: email, home phone, etc.)

Company Name: \_\_\_\_\_  Business Phone: \_\_\_\_\_

Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Email: \_\_\_\_\_  Home Phone: \_\_\_\_\_  Mobile Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT:**  Same as PROPERTY OWNER (Check box for contact preference: email, home phone, etc.)

Company Name: \_\_\_\_\_  Business Phone: \_\_\_\_\_

Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Email: \_\_\_\_\_  Home Phone: \_\_\_\_\_  Mobile Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ENGINEER / ARCHITECT:** (Check box for contact preference: email, home phone, etc.)

Company Name: \_\_\_\_\_  Business Phone: \_\_\_\_\_

Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Email: \_\_\_\_\_  Home Phone: \_\_\_\_\_  Mobile Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
**Signature, Owner or Authorized Agent (Attach letter of authorization)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Please Print or Type Signatory's Name**

**CASHIER'S USE ONLY:** Service Request ..... **PZ SR \$140.00**  
Receipt: \_\_\_\_\_ Check: \_\_\_\_\_ Date: \_\_\_\_\_ Cashier: \_\_\_\_\_ Total Paid: \_\_\_\_\_