



**COUNTY OF SAN BENITO
RESOURCE MANAGEMENT AGENCY
PLANNING AND BUILDING INSPECTION SERVICES**

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TRANSMITTAL LETTER

TO (Department): _____ _____ _____	DATE: _____ PROJECT DESCRIPTION: _____ _____ _____
FROM: _____ _____ _____	

APPLICANT INFORMATION:

Contact Person: _____

Phone Number: _____

Email: _____

MESSAGE:

PROJECT ADDRESS: _____ PERMIT#: _____

ATTACHED PLEASE FIND:

- RESUBMITTAL
- REVISIONS TO ISSUED PERMIT# _____
- OTHER (*DESCRIBE*) _____

PURPOSE OF SUBMITTAL:

(Note: List the items attached/addressed in the submittal)

COMMENTS/INSTRUCTIONS:

For Office Use

Received By: _____

Data Entry Complete: _____

Initials: _____

Date: _____