DEPARTMENTAL REFERENCE GUIDE

SUBJECT	DEPARTMENT	PHONE #
A		
Animal Control	Police Department	650-738-7314
Animal Licenses	Peninsula Humane Society	650-340-8200
Animal Permits	Code Enforcement	650-738-7343
Animal Unsanitary Conditions	Peninsula Humane Society	650-340-8200
Abandoned Vehicles	Police Department	650-829-3939
Abandoned Buildings	Code Enforcement	650-738-7343
Accounts Payable	Finance Department	650-738-7391
Accounts Receivable	Finance Department	650-738-7397
Alarm Permits	Police Department	650-738-7314
ADA Information		
Appeals of Commission Decisions	City Clerk	650-738-7307
Aquatics Program	Parks, Beaches & Recreation	650-738-7461
B		
Barking Dogs	Police Department	650-738-7314
Beach Cleaning	Public Works	650-738-3760
Beach Parking Permits	Parks, Beaches & Recreation	650-738-7380
Bicycle Routes	Engineering Department	650-738-3767
Bingo Permits	Police Department	650-738-7314
Blight	Code Enforcement	650-738-7343
Block Party Permits	Police Department	650-738-7314
Bond Issuance	Finance Department	650-738-7392
Budget Preparation	Finance Department	650-738-7392
Building Code Information	Building Inspection	650-738-7344
Building Lock-Out (Emergency)	Fire Department	9-1-1
Building Permits/ Records	Building Department	650-738-7344
Business Development	City Manager's Office	650-738-7409
Business Fire Safety Inspections	Fire Department	650-991-8138
Business License Information	Finance Department	650-738-7392
Business License Master List	Finance Department	650-738-7392

Business Promotion	City Manager's Office	650-738-7409
C		
Capital Improvement Program	Engineering Department	650-738-3767
Chamber of Commerce Liaison	City Manager's Office	650-738-7409
Child Care Services & Information	Parks, Beaches & Recreation	650-738-7381
City Council Messages and Mail	City Manager's Office	650-738-7409
City Elections Questions	City Clerk's Office	650-738-7307
City Map Update	Engineering Department	650-738-3767
City Trees	Public Works	650-738-3760
Class Registration	Parks, Beaches & Recreation	650-738-7381
Clearance Letters	Police Department	650-738-7314
Coastal Development Permits	Planning Department	650-738-7341
Coastal Engineering	Engineering Department	650-738-3767
Coastal Zone Requirements	Planning Department	650-738-7341
Commercial Development Assistance	Planning Department	650-738-7341
Community Center Reservations	Parks, Beaches & Recreation	650-738-7376
Computer Acquisition/Disposal	Finance Department/MIS	650-738-7394
Computer Hardware Maintenance	Finance Department/MIS	650-738-7394
Computer Programming	Finance Department/MIS	650-738-7394
Conditional Use Permits	Planning Department	650-738-7341
Construction Noise Complaints	Building Inspection	650-738-7344
Construction - Unpermitted Work	Building Inspection	650-738-7344
CPR Instruction Classes	Fire Department	650-991-8138
Creek Cleaning	Public Works	650-738-3760
Criminal History Records	Police Department	650-738-7314
D		
Damage Claims	City Attorney's Office	650-738-7409
Dance Permits	Police Department	650-738-7314
Data Archiving Procedures	MIS	650-738-7394
Dead Animals	Peninsula Humane Society	650-340-8200
Demolition Permits	Building Inspection	650-738-7344
Development Plans	Planning Department	650-738-7341
Drainage Problems City Right-of-Way	Engineering Department	650-738-3767
Drainage Problems Private Property	Building Inspection	650-738-7344
E		
Electrical Permits	Building Inspection	650-738-7344
Emergencies	Police Department	911
Emergency Notification Cards	Police Department	650-738-7314
Emergency Shelter, Food & Referral	Resource Center	650-738-7470
Employment	Human Resources Department	650-738-7307
Encroachment Permits	Engineering Department	650-738-3767
Environmental Impact Reports	Planning Department	650-738-7341
Erosion Control Private Property	Building Department	650-738-7344

Erosion Control Public Property	Public Works	650-738-3760
F		
Fence Height& Location Information	Planning Department	650-738-7341
Financial Statement Preparation	Finance	650-738-7392
Fire Safety Demonstrations	Fire Department	650-991-8138
Fire Station Group Tours	Fire Department	650-991-8138
Fire Suppression System Inspections	Fire Department	650-991-8138
Fireworks Sales Application	Finance	650-738-7392
First Aid Classes	Fire Department	650-991-8138
Flood Control Mapping	Engineering Department	650-738-3767
Flood Plain Construction Requirements	Building Department	650-738-7344
Fortune Telling Permits	Police Department	650-738-7314
Frontierland Park Reservations	Parks, Beaches & Recreation	650-738-7381
G		
Garbage Cans	Code Enforcement	650-738-7343
Garbage Service Complaints		
General Plan Information	Planning Department	650-738-7341
Geologic Hazard Mitigation	Engineering Department	650-738-3767
Grading Permits	Building Inspection	650-738-7344
Graffiti	Police Department	650-738-7314
H		
Health Concerns	SMC Health Department	650-363-4305
Heritage Tree Permits	Building/Planning Department	650-738-7341
Heritage Tree Processing	Public Works	650-738-3760
Historic Preservation	Planning Department	650-738-7341
Home Occupation Permits	Planning Department	650-738-7341
House Moving Permits	Building Inspection	650-738-7344
Housing Referrals	Pacifica Resource Center	650-738-7470
I		
Illegal Dumping	Police Department	650-738-7314
Illegal Home Business	Code Enforcement	650-738-7343
Injured Marine Life	Marine Mammal Center	415-289-7325
Inoperable Vehicles	Police Department	650-738-7314
Information Referral	City Manager's Office	650-738-7301
J		
Job Descriptions	Human Resources Department	650-738-7303
Job Applications & Flyers	Human Resources Department	650-738-7303
L		
Landscaping Requirements	Planning Department	650-738-7341
Leash Law	Police Department	650-738-7314
Litter & Debris Complaints	Code Enforcement	650-738-7341
Lot Line Adjustments	Engineering Department	650-738-3767
Lot Mergers/Unmergers	Planning Department	650-738-7341

M		
Massage Parlor/Massage Permits	Police Department	650-738-7314
Mechanical Permits	Building Inspection	650-738-7344
Municipal Code	City Manager's Office	650-738-7301
N		
Noise Complaints	Police Department	650-738-7314
Nuisance Complaints	Police Department	650-738-7314
O		
Ordinances (copy request)	City Manager's Office	650-738-7301
P		
Park Maintenance	Public Works Department	650-738-3760
Parked RVs (illegal)	Police Department	650-738-7314
Parked Vehicles	Police Department	650-738-7314
Parking Exceptions	Planning Department	650-738-7341
Parking Regulations	Engineering Department	650-738-3767
Personnel	Human Resources Department	650-738-7303
PG&E Tax Exemption (Seniors)	Finance Department	650-738-7392
Pier Maintenance	Public Works Department	650-738-3760
Playground Information	Parks, Beaches & Recreation	650-738-7381
Plumbing Permits	Building Inspection	650-738-7344
Police Tours	Police Department	650-738-7314
Pool Parties (Jean Brink Pool)	Parks, Beaches & Recreation	650-738-7461
Proclamations and Resolutions	City Manager's Office	650-738-7301
Property Maintenance Concerns	Code Enforcement	650-738-7341
R		
Rats	Vector Control (SMC)	650-363-4730
Recycling Information & Activities	Recology of the Coast	650-355-9000
Residential Rental Units Processing	Finance Department	650-738-7392
Rezoning	Planning Department	650-738-7341
Ride-Along Program	Police Department	650-738-7314
Roofing Permits	Building Inspection	650-738-7344
S		
Satellite Dish and Antenna Permits	Planning Department	650-738-7341
School Fires Safety Talks	Fire Department	650-991-8138
Seals (Injured)	Marine Mammal Center	415-289-7325
Second Residential Units	Planning Department	650-738-7341
Senior Information and Referral	Parks, Beaches & Recreation	650-738-7384
Senior Programs	Parks, Beaches & Recreation	650-738-7384
Setback Information	Planning Department	650-738-7341
Sewer Problems	WasteWater Treatment Plant	650-738-4660
Sewer Service Charge Information	Finance Department	650-738-7408
Sewer Lateral Compliance Certificates	WasteWater Treatment Plant	650-738-4660
Sewer Lateral Grant Program	WasteWater Treatment Plant	650-738-4660

Sidewalk Repair	Engineering Department	650-738-3767
Sign Permits	Planning Department	650-738-7341
Site Location Assistance	Planning Department	650-738-7341
Speed Bumps	Engineering Department	650-738-3767
Stop Signs	Engineering Department	650-738-3767
Storm Damage Building Repairs	Building Inspection	650-738-7344
Storm Drain Cleaning	Public Works	650-738-3760
Street Improvement Permits	Engineering Department	650-738-3767
Street Light Repair	Public Works	650-738-3760
Street Light Requests	Engineering Department	650-738-3767
Street Painting Maintenance	Public Works	650-738-3760
Street Paving	Public Works	650-738-3760
Street Sign and Pole Maintenance	Public Works	650-738-3760
Street Sweeping	Public Works	650-738-3760
Street Use Permits	Engineering Department	650-738-3767
Street Vacations/Abandonments	Engineering Department	650-738-3767
Subdivision and Condominium Maps	Engineering Department	650-738-3767
Subdivisions	Engineering Department	650-738-3767
Substandard Buildings	Code Enforcement	650-738-7343
Survey Information	Engineering Department	650-738-3767
T		
Tax ID Number (Vendor)	Finance Department	650-738-7392
Teen Programs	Parks, Beaches & Recreation	650-738-7376
Title 24, Energy Conservation	Building Inspection	650-738-7344
Traffic Signals	Engineering Department	650-738-3767
Traffic Signs	Engineering Department	650-738-3767
Transfer of Development Rights Ord.	Planning Department	650-738-7341
Trash & Debris	Code Enforcement	650-738-7343
Truck Route Information	Engineering Department	650-738-3767
U		
Utility Excavation Permits	Engineering Department	650-738-3767
V		
Variances	Planning Department	650-738-7341
Vehicle Lockout (Emergency)	Fire Department	9-1-1-
Vehicle Releases	Police Department	650-738-7314
Voluntary Handgun Registration	Police Department	650-738-7314
Voter Registration Applications	City Manager's Office	650-738-7301
W		
Water Leak/Broken Water Line of Building	Fire Department - Emergency	9-1-1
Water Problems	NCCWD	650-355-3462
Weed & Fire Hazard Complaints	Code Enforcement	650-738-7343
Weed & Trash Clearing (City Property)	Public Works	650-738-3760
Z		

Zoning Information	Planning Department	650-738-7341
Zoning Violation Complaints	Code Enforcement	650-738-7341