# Building Permit Application

**Date**

### Project Address

**Project Description** (if not provided below):

**Project Valuation $**

### Project Contact

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<th>(Ph)</th>
<th>(Fax)</th>
<th>Email</th>
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### Contractor Business Name

/Applicant:

**Address:**

**City/St/Zip:**

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**Contractor's License #**

**Exp. Date:** __/__/____

### Property Owner's Info.

**Address:**

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<th>Fax</th>
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### Homeowner's Association Contact Info:

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### RESIDENTIAL

- Single Family
- Duplex
- Alteration
- New Work
- Repair
- Dryrot/Termite
- Addition
- sq. ft.
- Remodel
- Kitchen
- Bathroom
- Garage Conversion
- sq. ft.
- Accessory Structure/Shed
- sq. ft.
- Patio Cover / Enclosure
- sq. ft.
- Re-roof
- Siding
- Window / Doors
- Like for Like
- New
- Code Compliance CV #

### COMERCIAL

- New
- Alteration
- Apartment / 3+ Units
- Addition
- sq. ft.
- Demolition
- Code Compliance CV #
- Sign
- Channel
- Neon
- Pylon
- Awning
- Fire Pre-Inspection

### ELECTRICAL

- New Construction
- Service Upgrade
- Amp
- Add Circuits
- Add Devices / Receptacles / Switches
- Other

### PLUMBING

- New Construction
- Water Heater
- Repair / Replace
- Interior Supply
- Repair / Replace
- Main Supply
- Repair / Replace
- Gas Piping
- New Gas Line / Lines
- New Water Line / Lines
- Sewer Repair / Replacement
- Other

### MECHANICAL

- New Construction
- Furnace Replacement
- A/C Replacement
- Furnace – A/C Replacement
- Type 1 or Type II Exhaust Hood
- Other
CONTRACTORS DECLARATION

CONTRACTORS DECLARATION: I hereby affirm that I am licensed under provisions of Chapter 9 (Commencing with Section 7000) of Division 3 of the Business & Professionals Code and my license is in full force and effect.

License# ____________________ Lic. Class ________________________

Business Name ____________________________

*WORKER’S COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I hereby affirm that I have a certificate of consent to self-insured, or a certificate of Worker’s Compensation Insurance, or a certified copy thereof (Sec 3800 Lab C)

Carrier ______________________ Policy # ____________ Exp. ____________

*CERTIFICATE OF EXEMPTION FROM WORKER’S COMPENSATION INSURANCE

(This section need not be completed if the permit is for one hundred dollars ($100) or less.)

I certify that in the performance of the work for which this permit is issued I shall not employ any person in a manner so as to become subject to the Worker’s Compensation Laws of California.

Date ______________ Applicant Signature __________________________

NOTICE TO APPLICANT: If after making this declaration of exemption, you should become subject to the Worker’s Compensation provisions of the Labor Code, you must forthwith comply with such provisions of this permit shall be deemed revoked.

I certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction, and hereby authorize representatives to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant/Agent ______________________________ Date ____________
NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvement specified at ________________________________.

We are providing you with an Owner-Builder Acknowledgement and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder.

We will not issue a building permit until you have read, initialized your understanding of each provision, signed, and returned this form to us at our official address.

OWNER’S ACKNOWLEDGEMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

_____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an “Owner-Builder” building permit that erroneously implies that the property owner is personally providing his or her own labor and material. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner’s insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

_____ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

_____ 3. I understand as an “Owner-Builder” I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

_____ 4. I understand Contactors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

_____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred ($500), including labor and materials, I may be considered an “employer” under state and federal law.

_____ 6. I understand if I am considered an “employer” under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers’ compensation disability insurance, and contribute to unemployment compensation for each “employee”. I also understand my failure to abide by these laws may subject me to serious financial risk.
7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building contractor.

8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

9. I understand I may obtain more information regarding my obligations as an “employer” from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors’ State License Board (CSLB) at 1-800-321-CSLB (2752) or at www.cslb.ca.gov for more information about licensed contractors.

10. I am aware of and consent to an Owner-Builder building permit applied for in my name and understand that I am the party legally and financially responsible for proposed construction activity at the following address: ______________________

11. I agree, that as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner’s driver’s license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner’s signature.

Signature of Property Owner: ___________________________ Date: ____________

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an Owner-Builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: http://www.leginfo.ca.gov/calaw.html.

Signature of Property Owner: ___________________________ Date: ____________

SEC.3. Section 19830 of the Health and Safety Code is repealed.
SEC.4. Section 19831 of the Health and Safety Code is repealed.
SEC.5. Section 19832 of the Health and Safety Code is repealed.
By my signature below, I certify to each of the following:

- I am the property owner.
- I have read this application and the information I have provide is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representative of this city or county to enter the above-identified property for inspection purposes.

Signature of Property Owner: __________________________ Date: ________________

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DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name: __________________________

Lender's Address: __________________________