



# BUILDING PERMIT APPLICATION

DATE: \_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_

Plan Check Number: \_\_\_\_\_

Please print clearly and fill in all that apply.

PROJECT ADDRESS: \_\_\_\_\_ APN: \_\_\_\_\_

PROPERTY OWNER       TENANT       ENGINEER     ARCHITECT     DESIGNER

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE #: (\_\_\_\_) \_\_\_\_\_  
FAX#: (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
TENANT COMPANY NAME: \_\_\_\_\_

LICENSE/ REGISTRATION #: \_\_\_\_\_  
NAME: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE #: (\_\_\_\_) \_\_\_\_\_  
FAX#: (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

Jurisdictions may require written approval from the owner.

PROJECT CONTACT PERSON: \_\_\_\_\_ PHONE#: \_\_\_\_\_ FAX #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

CONTRACTOR       OWNER-BUILDER

LICENSE#: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_  
COMPANY/NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_  
FAX#: (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
BUSINESS LICENSE: \_\_\_\_\_

**LICENSED CONTRACTORS DECLARATION:** I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect

Date: \_\_\_\_\_ Contractor Signature: \_\_\_\_\_

**OWNER-BUILDER DECLARATION:** I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason:

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code). The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If however, the building or improvements is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Profession Code: The Contractors License Law does not apply to an owner of property who build or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.).

I am exempt under Sec. \_\_\_\_\_ B.&P.C. for this reason: \_\_\_\_\_

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

**WORKERS'COMPENSATION DECLARATION:** I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

CARRIER: \_\_\_\_\_ POLICY#: \_\_\_\_\_

(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 any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DATE: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.

### 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 (Sec. 3097, Civ. 1.)

Lender's Name: \_\_\_\_\_ Lenders Address: \_\_\_\_\_

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

SIGNATURE OF APPLICANT OR AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE PRINT NAME: \_\_\_\_\_

**BUILDING PERMIT APPLICATION WORKSHEET**

PLEASE PRINT CLEARLY AND FILL IN ALL THAT APPLY.

TYPE OF CONSTRUCTION: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ ZONE: \_\_\_\_\_ FIRE SPRINKLERS:  YES  NO

HAZARDOUS MATERIALS:  YES  NO EXISTING USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

ASSESSOR'S PARCEL#: \_\_\_\_\_ MAP: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

DESCRIPTION OF WORK: (Please fill-in and mark all that apply) CONSTRUCTION VALUATION: \_\_\_\_\_  
(Market value of project.)

NON-RESIDENTIAL  RESIDENTIAL

- New Building  Addition  Alteration  Termite Dry Rot Repair  Demolish
- Move Building  Fire Sprinklers  Sign  Foundation Only  Chimney Repair
- Tenant Improvement  Swimming Pool/Spa  Fire Repair  Repair/ Retrofit  Tree Removal
- Other: \_\_\_\_\_  Fire Sprinklers  Fire Suppression  Combination Permit

Description: \_\_\_\_\_

DESCRIPTION OF BUILDING: (Please fill-in and mark all that apply)

- Office/Bank/Professional  Single Family  Duplex  Townhouse  Condominium  Apartment Building
- Hotel/Motel  Amusement/Recreation  Industrial  Service Station  Medical Building  Restaurant
- Accessory Building  Historical  Educational /School  City/County Owned
- Church/Assembly  Store  Other: \_\_\_\_\_

Building Area: \_\_\_\_\_ Sq. Ft. Building Height: \_\_\_\_\_ Ft. Stories: \_\_\_\_\_  
(Total of existing and proposed.)

EXISTING (SQ. FT.): FLOOR AREA: \_\_\_\_\_ GARAGE: \_\_\_\_\_ OTHER: \_\_\_\_\_ UNITS: \_\_\_\_\_

ADDITIONAL SQ. FT. PROPOSE: FLOOR AREA: \_\_\_\_\_ GARAGE: \_\_\_\_\_ OTHER: \_\_\_\_\_ UNITS: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Total Number of Rooms: \_\_\_\_\_

Lot Size (SQ.FT): \_\_\_\_\_ Lot Dimension (Front/Side/Rear): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Impervious Coverage %: \_\_\_\_\_

Setbacks (FT.): FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ LEFT: \_\_\_\_\_ RIGHT: \_\_\_\_\_

Easements:  YES  NO Flood Zone:  YES  NO City sewer:  YES  NO Septic:  YES  NO

City water:  YES  NO Water well:  YES  NO Underground electrical service:  YES  NO

**OFFICIAL USE ONLY**

PLANS EXAMINATION:  YES  NO EXPRESS PLANS EXAMINATION:  YES  NO

PLANS SUBMITTAL REQUIREMENTS: THREE (3) COMPLETE SETS OF PLANS TO INCLUDE THE FOLLOWING:

- SITE PLAN ( Include site drainage details, all property lines, easements, utilities and impervious coverage.)
- GRADING PLAN  FLOOR PLAN  EXTERIOR ELEVATION(S):  Front  Rear  Side
- STRUCTURAL DETAILS  ROOF FRAMING  FLOOR FRAMING  WALL FRAMING
- BUILDING SECTION(S)  WALL SECTION(S)  FOUNDATION PLAN  ELECTRICAL PLAN
- PLUMBING PLAN  MECH. PLAN  OTHER: \_\_\_\_\_

SUPPORT DOCUMENTATION: (Include two complete sets of the following support documentation for this project.)

- TITLE 24 ENERGY CALCULATIONS  STRUCTURAL CALCULATIONS  GEOLOGICAL REPORT
- SOILS ENGINEER REPORT  SPECIAL INSPECTION INFO  TRUSS CALCULATIONS
- FIRE SPRINKLER CALCULATIONS  FIRE HYDRANT FLOW CALCULATIONS

HAZARDOUS MATERIALS  YES  NO

- ABOVE GROUND STORAGE  INDOOR STORAGE  OUTDOOR STORAGE
- UNDERGROUND STORAGE  MATERIAL SAFETY DATA SHEETS (MSDS)
- HAZARDOUS MATERIAL INVENTORY STATEMENT  HAZARDOUS MATERIALS MANAGEMENT PLAN
- SECONDARY CONTAINMENT INFORMATION  EMERGENCY RESPONSE PLAN (KNOX CABINET)
- PERSONNEL TRAINING AND PROCEDURES  FIRE DEPARTMENT LIAISON

ROUTE TO:

- COUNTY ENVIRONMENTAL HEALTH SERVICES ( If required, must be completed prior to submitting plans to the City.)
- BUILDING PLANS EXAMINER  ENGINEERING  PLANNING
- PUBLIC WORKS  FIRE  POLICE
- WATER QUALITY CONTROL DISTRICT  AIR QUALITY CONTROL DISTRICT  FISH AND GAME
- FEMA  OTHER: \_\_\_\_\_

CREDIT CARD PAYMENT:  VISA  MASTERCARD  AM EX  OTHER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorizes Credit Card Payment of Fees)