



Project Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_

Site Business Name: \_\_\_\_\_ APN: \_\_\_\_\_

**SCOPE OF WORK:** \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Architect  Engineer  Designer  
 Name: \_\_\_\_\_ License #: \_\_\_\_\_

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

Company Address: \_\_\_\_\_ Email: \_\_\_\_\_

DRP/SDP/CUP?  No  Yes Project Number: \_\_\_\_\_ Planner: \_\_\_\_\_

Estimated Project Valuation: \$ \_\_\_\_\_ Square Foot of Project: \_\_\_\_\_

Is/Will the building be equipped with fire sprinklers?  No  Yes Is this in response to a Code Violation?  No  Yes

Is the property on a septic system?  No  Yes Grading Import/Export (yd<sup>3</sup>): \_\_\_\_\_ / \_\_\_\_\_

**◀◀ THE FOLLOWING DECLARATIONS MUST BE PROVIDED PRIOR TO PERMIT ISSUANCE ▶▶▶**  
*If a Contractor is performing the work, please skip this section and proceed to Page 2*

**Owner – Builder (The Owner Builder Packet must be completed prior to permit issuance)**

**OWNER-BUILDER DECLARATION:**

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do  all of or  portions of the work, and the structure is not intended or offered for sale (Section 7044 Business and Professions Code: the Contractors' State License Law does not apply to an owner of property who, through employees' or personal efforts, builds or improves property, provided that the 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 it was not built or improved for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

I am exempt from licensure under the Contractors' State License Law for the following reason: \_\_\_\_\_

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:

<http://leginfo.legislature.ca.gov>

Signature: x \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner  Authorized Agent

◀◀ THE FOLLOWING DECLARATIONS MUST BE PROVIDED PRIOR TO PERMIT ISSUANCE ▶▶▶

**Contractor** License #: \_\_\_\_\_ License Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Contractor / Company Name: \_\_\_\_\_ Business License #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**LICENSED CONTRACTOR 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.

Signature: x \_\_\_\_\_ Date: \_\_\_\_\_  
 **Property Owner**  **Authorized Agent**  **Contractor**

◀◀ WORKERS' COMPENSATION DECLARATION 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.**

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

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

Policy Number: \_\_\_\_\_

B. 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:

Insurance Carrier: \_\_\_\_\_ Policy#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

C. 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.

Signature: x \_\_\_\_\_ Date: \_\_\_\_\_  
 **Property Owner**  **Authorized Agent:**  **Contractor**

**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: \_\_\_\_\_ Phone: \_\_\_\_\_

Lender's Address: \_\_\_\_\_

**By my signature below, I certify to each of the following:**

*I am the property owner or authorized to act on the property owner's behalf.*

*I have read this application and the information I have provided is correct.*

*I agree to comply with all applicable city and county ordinances and state laws relating to building construction.*

*I authorize representatives of this city to enter the above-identified property for inspection purposes.*

Signature: x \_\_\_\_\_ Date: \_\_\_\_\_  
 **Property Owner**  **Authorized Agent:**  **Contractor**

Comments: