



The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

**Project Information** All applicants must fill out this section Staff will assign Permit No. \_\_\_\_\_

Notice to Applicants for Commercial Building Permits: [AB3002](#)

[ePlan](#) electronic submittal required for all projects requiring a review. Permit status and corrections must be tracked [online](#).

APN: _____	Date: _____
Project Address: _____	
Legal Owner: _____	Email: _____
Owner Address: _____	Phone: _____

<b>Applicant</b>	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

<b>Design Professional in Charge (if any)</b>	License No. _____
Name: _____	Email: _____
Address: _____	Phone: _____

**Briefly Describe Scope of Work** Indicate square footages of buildings, additions, remodel, retaining walls (face), decks, pools, sheds, trellis, etc.


**Declarations** All applicants must fill out this section. Signature applies to both declarations.

**A. Worker's Compensation Declaration.** Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$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:

Check only one box:

- 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.  
 My policy number is: \_\_\_\_\_
- 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:  
 Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Policy No.: \_\_\_\_\_ Expires: \_\_\_\_\_
- 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.

**B. 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 (Civil Code Section 3097). *If not using a construction lending agency, write N/A.*

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

**Licensed Contractor, Property Owner, or Authorized Agent** Sign and print name below

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



**Applicant Information** Fill out only the applicant section that applies to you.

**A. Licensed Contractor or Authorized Agent as Applicant.**

Company: \_\_\_\_\_ License No. \_\_\_\_\_

License Class: \_\_\_\_\_

**Licensed Contractor Declaration:** I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code Division 3, Section 7000 of Chapter 9, and my license is in full force and effect.

**Licensed Contractor or Authorized Agent** Sign and print name below

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

**B. Owner-Builder or Authorized Agent as Applicant**

**Owner-Builder's Declaration**

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason indicated below. Per Business and Professions Code 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). Check only one (a, b, c):

- a) 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. Per Business and Professions Code Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement 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.
- b) 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.
- c) I am exempt from licensure under the Contractors' State License Law for the following reason: (explain below)

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>. I also certify 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 county ordinances and state laws relating to building construction.
- I authorize representatives of this county to enter the above identified property for inspection purposes.

**Property Owner or Authorized Agent Signature** Sign and print name below

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

**C. Authorizing an Agent to be the Applicant** To be completed by the Licensed Contractor or Owner-Builder

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

Agent Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

**For the Licensed Contractor who is Authorizing an Agent:** I authorize the above-named person to act as my agent to apply for, sign, and file the documents required to obtain a building permit for the project at the listed address. I declare under penalty of perjury that I am the Licensed Contractor for the property listed at the above Project Address, I have filled out this section, and I certify the accuracy of the information provided.

**For the Owner-Builder who is Authorizing an Agent:** Except for the Owner Builder Acknowledgement [PLG220](#) which is my personal responsibility, I authorize the above-named person to act as my agent to apply for, sign, and file the documents required to obtain a building permit for my property. I declare under penalty of perjury that I am the Property Owner at the above Project Address; I have filled out this section; and I certify the accuracy of the information provided.

Check one:  Licensed Contractor OR  Owner-Builder who is authorizing the agent (sign and print name below)

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