



California State Law requires that every permit applicant provide specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applications must include the information requested. If you are unsure about any item, the Building Division will assist you. Fill in ALL information completely and either type or print legibly in ink.

### **Identify the Project**

**Project Location:** Accurate property identification is very important. Please provide the property location/street address and either the Suite, Unit or Bldg. number. If you know the APN, please fill it in.

**Property Owner Information:** Please complete this section with the property owner's information.

**Licensed Design Professional Information:** If the project has a licensed architect or a licensed engineer, please complete this section. If not, please write "Not applicable" or "N/A".

### **Identify Permit Holder of Record**

The permit holder of record can only be either the licensed contractor of record or the property owner (owner-builder). The person signing the permit application must either be the contractor, property owner (requires separate verification form), or an authorized agent of the permit holder (requires separate authorization form).

### **Identify Who will Perform the Work**

Complete either the "California Licensed Contractor's Declaration" OR the "Owner-Builder Declaration" in this section.

**California Licensed Contractor's Declaration:** This section should only be completed if the permit holder is a licensed contractor. This statement may be signed by the contractor or an authorized agent for the contractor, providing that the Building Division has a letter on file from the contractor authorizing the agent to sign.

**Owner-Builder Declaration:** This section should only be completed if the permit holder is the property owner (owner-builder). This statement may be signed by the property owner or an authorized agent for the property owner (requires separate authorization form). In every case, a separate "Owner-Builder Notice, Acknowledgement, Verification, & Authorization" form must also be completed and signed by the property owner.

### **Identify the Construction Lending Agency**

If there is a construction lending agency for the project, please complete this section. If there is no lending agency, please write "Not applicable" or "N/A."

### **Identify Worker's Compensation Coverage**

This section should be completed for all projects. Please check the applicable box indicating whether the permit holder has worker's compensation insurance or is exempt from worker's compensation insurance. If the first box is checked, a valid Certificate of Consent to Self-Insure must be provided to the Building Division at the time of permit issuance. This certificate must include the policy number. If the second box is checked, a valid Certificate of Worker's Compensation Insurance must be provided to the Building Division at time of permit issuance. This certificate must show the insurance agent's name and phone number, the worker's compensation carrier, policy number, and expiration date. The third box is checked only when the property owner or contractor will have no employees on the job. This declaration must be signed by either the permit holder or an authorized agent.