



APPLICATION FOR A BUILDING PERMIT CONTRA COSTA COUNTY

DATE and TIME
FOR OFFICE USE ONLY

Permit #: FOR OFFICE USE ONLY	Parcel #: FOR OFFICE USE ONLY
--------------------------------------	--------------------------------------

PROJECT ADDRESS:	City/Zip:
-------------------------	-----------

APPLICANT NAME:

Address:	City/Zip:
----------	-----------

Email:	Phone:
--------	--------

LEGAL OWNER NAME (if different from Applicant):
--

Email:	Phone:
--------	--------

DESIGN PROFESSIONAL IN CHARGE (if any):	State License #:
--	------------------

Address:	City/Zip:
----------	-----------

CONTRACTOR:	License #:	Phone:
--------------------	------------	--------

DETAILED SCOPE OF WORK:

PLEASE NOTE: Unless you show good faith to obtain a building permit, this application will be deemed abandoned after 180 days.

GRADING: Does this project include any trenching, grading, or fill within the drip line of any tree? Yes <input type="checkbox"/> No <input type="checkbox"/> Does this project involve any grading? Yes <input type="checkbox"/> No <input type="checkbox"/> How many cubic yards? _____	JOB VALUATION: \$ _____
---	-----------------------------------

OFFICE USE ONLY

PLANNING: Zoning: _____ General Plan: _____ Flood Zone: _____ COMMENTS: Print Name: _____ Signature: _____	CODE ENFORCEMENT Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---

A. LICENSED CONTRACTOR DECLARATION

Company Name:	Contractor's License #:	
License Class:	Phone #:	Business License #:

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.

SIGNATURE (Contractor or Agent, (Must present Photo ID))	PRINT NAME (on line above)	DATE
---	-----------------------------------	-------------

Contractor

B. OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason checked below. Per Business and Professions Code Section 7031.5, any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the permit applicant to file a signed statement that he or she is either licensed (pursuant to Contractors' State License Law Chapter 9 Section 7000) OR that he or she is exempt from licensure and provides the basis for the alleged exemption. Any violation of Section 7031.5 by a permit applicant subjects the applicant to a civil penalty up to \$500.00. Check only one box:

- a) I, as owner of the property, or my employees with wages as their sole compensation, will do (___) ALL or (___) PORTIONS of the work, and the structure is not intended or offered for sale. Per Business and Professions Code Section 7044, "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 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. Per Business and Professions Code Section 7044, "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: _____
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, Business and Professions Code Section 7044, is available upon request when submitting this application or at the following website: <http://leginfo.legislature.ca.gov>

SIGNATURE (Owner-Builder or Authorized Agent (must present photo ID))**PRINT NAME** (on line above)**DATE****C. WORKER'S COMPENSATION DECLARATION** (Signature applies to both declarations)

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 Labor Code Section 3706, 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 Labor Code Section 3700, 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 Labor Code Section 3700, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy are:

Carrier:		Phone#:	
Policy #:		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 Labor Code Section 3700, I shall comply with those provisions.

D. CONSTRUCTION LENDING AGENCY DECLARATION (If not using a construction lending agency, write N/A.)

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 8172).

Lender's Name:		Lender's Address:	
----------------	--	-------------------	--

I also 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 or county to enter the above-identified property for inspection purposes.

SIGNATURE (Licensed Contractor, Property Owner, or Authorized Agent)**PRINT NAME** (on line above)**DATE**

CHECKING YOUR BUILDING OR PLANNING PERMIT STATUS IS EASY, JUST GO TO:

<https://epermits.cccounty.us/CitizenAccess/>. (No Registration required to look up permit information.)

Contra Costa County Department of Conservation and Development

Application and Permit Center-30 Muir Rd., Martinez, CA 94553 - 925-674-7200, FAX 925-674-7244

Lamorinda Office 3685 Mt. Diablo Blvd., Suite 120, Lafayette, CA 94549 925-299-0263, FAX 925-299-0134

Building and Planning Staff are available 7:30 a.m. to 5:00 p.m. Monday thru Thursday and 7:30 a.m. to 4:00 p.m. on Friday
g:\current planning\apc\apc forms\current forms\building\BUILDING PERMIT APPLICATION FILLABLE PDF rev 2-2020.docx



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 improvements specified at:

Address:

We are providing you with an Owner-Builder Acknowledgment 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, initialed your understanding of each provision, signed, and returned this form to us at our official address:

Contra Costa County Department of Conservation and Development
30 Muir Rd.,
Martinez, CA 94553
(925) 674-7200

An agent of the owner cannot execute this notice.

An Owner-Builder Acknowledgment and Information Verification Form is on the opposite side of this notice.



OWNER-BUILDER ACKNOWLEDGEMENT AND VERIFICATION OF INFORMATION

Per California Health & Safety Code Section 19825, before issuance of a building permit, the Property Owner must complete and submit this form; an agent of the owner may not execute this form. **Please read and initial each statement below to signify that you understand and 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 providing his or her own labor and material personally. 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 Contractors 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 \$500.00, 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 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:

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 may 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.

Signature of Property Owner:

Date:

Print Name: