

BUILDING PERMIT APPLICATION



BUILDING DIVISION

440 Harcourt Avenue
Seaside, CA 93955
Phone: (831) 899-6736

PERMIT NO: _____

APPLICATION DATE: _____

CHECK ONE: RESIDENTIAL COMMERCIAL MIXED USE (explain) _____

CHECK ONE: ROOFING ELECTRICAL PLUMBING BUILDING W/O PLAN CHK BUILDING W/ PLAN CHK

DEMOLITION OTHER (explain) _____

JOB SITE ADDRESS:		APN:	
APPLICANT NAME:			
ADDRESS:		CITY, STATE, ZIP:	
PHONE NUMBER:		FAX NUMBER:	
PROPERTY OWNER NAME:			
ADDRESS:		CITY, STATE, ZIP:	
PHONE NUMBER:		FAX NO:	
CONTRACTOR/DESIGNER INFORMATION (NOTE: State and Local Licenses and Workers Compensation must be valid at time of permit issuance)			
CONTRACTOR NAME:			
CONTACT PERSON:			
ADDRESS:		CITY, STATE, ZIP:	
PHONE NO:		FAX NO:	
STATE CONTRACTOR LIC NO:		CITY BUSINESS LIC. NO:	
ARCHITECT/ENGINEER:		PHONE NUMBER:	
ADDRESS:		FAX NUMBER:	

DESCRIPTION OF WORK _____

EXISTING SQ/FT: BUILDING(S) _____ DETACHED GARAGE _____ COVERED PORCHES _____
 OPEN DECKS _____ ACCESSORY STRUCTURE(S) _____

PROPOSED SQ/FT: NEW BUILDING _____ ADDITION _____ REMODEL _____ DEMOLITION _____

PROPOSED ROOFING: SQ/FT _____ TYPE _____ CHECK ONE: TEAR-OFF OVERLAY

PROPOSED ELECTRICAL SERVICE SIZE _____ PROPOSED WATER HEATER/FURNACE SIZE _____

TOTAL VALUATION OF PROJECT \$ _____

I certify that I have read this application and state that the above information is correct. I understand that this is only an application for review and does not authorize work to commence. I certify that I am the property owner or authorized agent to act on the property owner's behalf.

APPLICANT/AGENT SIGNATURE: _____ DATE: _____

PLAN CHECK FEE: _____ RECEIPT NO: _____ PERMIT FEE: _____ SMIP: _____ RECEIPT NO: _____

Note: Un-hitched trailers used for construction activities may be placed on the street within 100 feet of the subject property from 7 am to 5pm with a copy of the valid permit attached to the trailer.

STORM WATER POLLUTION PREVENTION PROGRAM

- All by-products of construction, such as debris, dust, liquids from painting, plastering, stucco and concrete are to be retained on site or properly disposed of. Only clean, clear, non-contaminated water is allowed in the storm drain system.
- Furthermore, I acknowledge and will follow all of the Best Management Practices for storm water pollution prevention that are applicable to my project (1-acre or under).

Acknowledged

Date

Project Address _____

Building Permit # _____

Stormwater Compliance Tracking Form for Construction Activities

Permit No. _____

Instructions: Complete the form below and submit with Grading or Building Permit application. Depending on land disturbance proposed, a project-specific Erosion and Sediment Control Plan (ESCP) may be required of the applicant prior to permit issuance.

Project Address _____ APN(s) _____

Owner Name _____

Owner Mailing Address _____
Street City State Zip

Owner Phone _____ Email _____

Contractor/Business Name _____

Contractor Mailing Address _____
Street City State Zip

Phone _____ Email _____

Size of Parcel(s) _____ Estimated soil disturbance _____
Square Feet or Acres Square Feet or Cubic Yards

Type of Project (check all that apply): Residential, Commercial, Industrial, Remodel, Capital Project
 Grading/Excavation/Cut/Fill, Demolition, New Construction, Addition, Site Work, Utility

Description of Work _____

Anticipated Start of Project _____ Date _____ Anticipated Completion _____ Date _____

Other Applicable Permits (check all that apply) US Army Corps 404 Construction General Permit
 401 Water Quality Certification CA Fish & Wildlife Agrmt _____
Other (Identify)

Applicant Signature _____ Date _____

Under penalty of perjury, signature acknowledges the receipt of Best Management Practices (BMPs) plan sheet and that the applicant will follow all BMPs for stormwater pollution prevention that are applicable to project. In addition:

- All by-products of construction such as debris, dust, and liquids shall be properly managed and disposed of.
- Any permits directly associated with grading, excavation, cut or fill activity shall be obtained prior to commencing any soil disturbing activities.
- Applicant shall implement BMPs regardless of weather conditions, and shall inspect BMPs regularly, including prior to and after storm events. Applicant shall maintain BMPs in good repair at all times.

For Office Use Only			
Nearest Water Bodies and Distance _____			
Project Threat to Water Quality based on: (1) the amount of sediment that may potentially become discharged; and (2) the risk that discharges pose to a receiving water			
	<input type="checkbox"/> N/A	<input type="checkbox"/> Low	<input type="checkbox"/> Medium <input type="checkbox"/> High
Required Inspections:	0 Insp.	1 or more	2 or more 3 or more
ESCP applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer Name _____	Date _____	
<i>If ESCP is applicable, applicant is required to complete Page 2 of this form.</i>			

Applicants for sites requiring a Grading or Building Permit that result in **soil disturbance** are required to submit an 'Erosion and Sediment Control Plan' (ESCP) showing **site-specific** construction 'best management practices' (BMPs) for local agency review. Approval of an ESCP is required prior to the issuance of a Building or Grading Permit.

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL EROSION AND SEDIMENT CONTROL PLANS.

1. Erosion and Sediment Control Plans (ESCP): Applicant shall provide ESCP illustrating site-specific Best Management Practices (BMPs) as well as the following information: show all BMPs to be placed on and off-site; north arrow; land slope direction; scale; location of all existing structures and impervious surfaces; location of any nearby waterways or basins; nearby storm drain inlets; frontage and side streets; and existing vegetation and trees.

2. Best Management Practices (BMPs) At a minimum, the following BMPs are required regardless of weather conditions, and as applicable to the planned construction activity. Verify ALL of the below measures are addressed on the ESCP submittal.

- A. Wet Weather Measures** If possible, avoid land-disturbing activities during the wet weather season – October 15 through April 15.
- B. Existing Vegetation** Protect existing vegetation and avoid removal as required and wherever possible; Install appropriate/protective fencing/perimeter controls prior to work.
- C. Sweeping** All impervious surfaces shall be swept (not washed or hosed down), and maintained free of debris and accumulations of dirt.
- D. Waste Management** All construction waste shall be contained on site and covered, including trash, paint, grout, concrete, etc. Any wash out facility shall be contained, maintained, and its contents disposed of properly; no material shall be washed into street.
- E. Catch Basin/Inlet Protection** Catch basins and/or drop inlets that receive storm water must be covered or otherwise protected from receiving sediment, mud, dirt, or any debris, including prior gutter filtration as appropriate and in a manner not impeding traffic safety.
- F. Perimeter Controls/Erosion and Sediment Control:** Properly installed silt fence or equivalent control shall be evident along site perimeter to prevent movement of sediment and debris off-site. As applicable, slope stabilization BMPs shall be implemented to prevent slope erosion and sedimentation on-site and off. No sediment may leave or runoff the site.
- G. Stockpile Management** All stockpiles shall be contained and covered when not active, and secured at the end of each day. Stockpiles shall be securely covered overnight, and prior to, during, and after rain events. No materials shall leave the site or move into street.
- H. Vehicles and Equipment** Responsible parties must ensure all construction vehicles and equipment are maintained in good working order, and will not cause dirt, mud, oil, grease, or fuel to be discharged or tracked off-site into the street.

For Office Use Only
<input type="checkbox"/>

3. Site-Specific BMPs List all site-specific BMPs not listed above _____

4. Rationale Explain the basis for selecting site-specific BMPs; provide soil loss calculations if necessary _____

Owner/builders take note!

A word of caution from the Contractors State License Board

*Hiring an unlicensed
"consultant" to manage
the project does not
save you money
in the long run.*

*By hiring a licensed
experienced contractor
for your project to hire
licensed knowledgeable
tradespersons, the
contractor becomes
responsible for all
phases of construction.*



Anyone who talks you into being your own general contractor, or "owner/builder," may be doing you no favor.

"Owner/builder" describes a situation in which the homeowner becomes the general contractor. As an owner/builder, *you* (not the person you hire) assume responsibility for the overall job.

Your responsibilities may include such things as state and federal taxes, workers' compensation insurance, and other legal liabilities. You may be required to hire various subcontractors for your project, scheduling their work and supervising the job. If a worker is injured while working on your property, you could be asked to pay for injuries and rehabilitation through your homeowner's insurance policy.

By signing a building permit application as an owner/builder, you assume full responsibility for all phases of your project and its integrity.

Hiring an unlicensed "consultant" to manage the project does not save you money in the long run. By hiring a licensed experienced contractor for your project to hire licensed knowledgeable tradespersons, the contractor becomes responsible for all phases of construction.

Unless you are very experienced in construction, it is best to leave these matters to your licensed contractor.

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RESOURCE MANAGEMENT SERVICES

440 Harcourt Ave.
Seaside, CA 93955

Telephone (831) 899-6737
Fax (831) 899-6211

PROPERTY OWNER'S PACKAGE

Disclosures & Forms for Owner-Builders Applying for Construction Permits

IMPORTANT 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: _____.

We are providing you with an Owner-Builder Acknowledgement 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 indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGEMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or 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 implies that the property owner is providing his or her own labor and material personally. I, as the 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 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 number 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 five hundred dollars (\$500), including their 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.

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____ 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:_____.

____ 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 a civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual 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.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. *Note:* A copy of the property owner’s driver’s license, form of notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner’s signature.

Signature of property owner _____ Date _____

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Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner – Builder Permit for my project.

Scope of Construction Project (or description of work): _____

Project Location of Address: _____

Name of Authorized Agent: _____ Tel Number _____

Address of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. *Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.*

Property Owner's Signature _____ Date _____

#1 IDENTIFY WHO WILL PERFORM THE WORK (Complete either 1a or 1b)

1a.- CALIFORNIA LICENSED CONTRACTOR'S 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.

Contractor Name and Address: _____

License Class and Number: _____ Contractor Signature _____

1b. – OWNER BUILDER'S 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)).

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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 (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.)

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 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 website: <http://www.leginfo.ca.gov/calaw.html>

Property Owner or Authorized Agent signature _____ Date _____

#2 IDENTIFY WORKERS' COMPENSATION COVERAGE AND LENDING AGENCY

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.

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 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 No. _____

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

Carrier _____ Policy No. _____ Expiration Date _____

Name of Agent _____ Telephone No. _____

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() 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 workers' compensation law provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

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 and Address _____

#3 DECLARATION BY CONSTRUCTION PERMIT APPLICANT

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

I am () a California licensed contractor or () the property owner* or () authorized to act on the property owner's behalf**.

I have read this construction permit 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 purpose

**requires separate verification form*

***requires separate authorization form*

California Licensed Contractor; Property Owner* or Authorized Agent**

Signature _____ Date _____

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CITY OF SEASIDE

**AFFADAVIT – SELF CERTIFICATION
OF INSTALLATION OF SMOKE ALALRM(S)**

FOR COMPLIANCE WITH THE CALIFORNIA BUILDING & RESIDENTIAL CODES

PROPERTY ADDRESS: _____

PERMIT APPLICATION NO. _____ BLOCK: _____ LOT: _____

NUMBER OF SMOKE ALARMS INSTALLED: _____

When the valuation of additions, alterations or repairs to dwelling units exceeds \$1,000 Section 314 of the California Residential Code (CRC) requires that a battery operated smoke alarm(s) be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. In addition, when a dwelling unit has more than one story, and in dwellings with basements, a smoke alarm shall be installed on each story and in the basement.

As owner of the above referenced property, I hereby certify that I have read Section 314 of the California Residential Code and that the battery operated smoke alarm(s) have been installed in accordance with the manufacturer's instructions and in compliance with Section 314 of the California Residential Code. The battery smoke alarm(s) have been tested and are operational.

I declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on _____ at _____, California.

Owner Name (printed/typed) _____

Signature of Owner: _____ Date: _____

This certification must be returned to the Building Inspector prior to final sign off of all building permits requiring compliance with Section 314 of the California Residential Code.

This form may be hand delivered, faxed to (831)899-6211 or mailed to the Building Inspection Division @ 440 Harcourt Ave., Seaside,

CITY OF SEASIDE

**AFFADAVIT – SELF CERTIFICATION
OF INSTALLATION OF CARBON MONOXIDE ALARM(S)**

FOR COMPLIANCE WITH THE CALIFORNIA BUILDING & RESIDENTIAL CODES

PROPERTY ADDRESS: _____

PERMIT APPLICATION NO. _____ BLOCK: _____ LOT: _____

NUMBER OF CARBON MONOXIDE ALARMS INSTALLED: _____

When the valuation of additions, alterations, or repairs to dwelling units exceeds \$1,000, CBC Section 420.4.1 and 420.4.2 of the Building code & CRC Section 315 requires that carbon monoxide alarm(s) be installed in the following locations:

1. Outside each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s)
2. On every level of a dwelling unit including basements each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area.
3. For R-1 only, on the ceiling of sleeping units with permanently installed fuel-burning appliances.

Multi-purpose alarms: Carbon Monoxide alarms combined with smoke alarms shall comply with section CBC 420.4.3.1 & CRC 316 and all applicable standards and requirements for listings and approval by the Office of the State Fire Marshall, for smoke alarms.

Power Supply! - In dwelling units where no commercial power supply, the carbon monoxide alarm(s) may be solely battery operated 420.4.1.1 (exception 1.) In existing dwelling units, a carbon monoxide alarm(s) is permitted to be solely battery operated where repairs or alterations do not result in the removal of wall and ceiling finishes or there is no access by means of attic, basement or crawl space. 420.4.1.1 (exception 2)

As owner of the above-referenced property, I hereby certify that carbon monoxide alarm(s) have been installed in accordance with the manufacturer's instructions and in compliance with Section 420.4 of the California Building Code & Section 315 of the California Residential Code. The carbon monoxide alarms have been tested and are operational.

I declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on _____ at _____, California.

Owner's Name (printed/typed) _____

Signature of Owner: _____

This certification must be returned to the Building Inspector prior to final sign-off of all building permits. This form may be hand delivered, faxed to (831)899-6211 or mailed to the Building Inspection Division @440 Harcourt Ave., Seaside, CA 93955