



CITY OF PETALUMA

11 English Street
Petaluma, CA 94952

Office: (707) 778-4302 Fax: (707) 778-4498



OWNER/BUILDER PERMIT WORKSHEET

Permit # _____

BUILDING ADDRESS		SUBDIVISION/LOT #		PARCEL #
OWNER NAME			(H) PHONE	(W) PHONE
OWNER MAIL ADDRESS	CITY	STATE	ZIP	
ARCHITECT/DESIGNER	LICENSE NO.	PHONE		
MAIL ADDRESS	CITY	STATE	ZIP	
ENGINEER	LICENSE NO.	PHONE		
MAIL ADDRESS	CITY	STATE	ZIP	
CONTRACTOR	LICENSE NO.	PHONE		
MAIL ADDRESS	CITY	STATE	ZIP	

- | | |
|--|--|
| <input type="checkbox"/> BUILDING | <input type="checkbox"/> ELECTRICAL |
| <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> GRADING | <input type="checkbox"/> SIGN |
| <input type="checkbox"/> BUILDING SURVEY | <input type="checkbox"/> MOVE BUILDING |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> POOL |
| <input type="checkbox"/> RE-ROOF | <input type="checkbox"/> FENCE |

BUILDING	BLDG/42510	
PLAN CHK	PLANCK/42524	
ENG PLN CK	ENGPLCK/42524	
FIRE PLN CK	FIREPC/42524	
INCREMENTAL	INCBLDG/42514	
CSIF/CSIFO	CONSV/42520	

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> NEW | <input type="checkbox"/> ADDITION |
| <input type="checkbox"/> ALTERATION | <input type="checkbox"/> REPAIR |
| <input type="checkbox"/> ACCESSORY BLD. | <input type="checkbox"/> RESIDENTAL |
| <input type="checkbox"/> ASF | <input type="checkbox"/> DSF |
| <input type="checkbox"/> DUPLEX | <input type="checkbox"/> APARTMENT |
| <input type="checkbox"/> CONDO | <input type="checkbox"/> COMMERCIAL |
| <input type="checkbox"/> | <input type="checkbox"/> |

ENERGY	ENER/42522	
ELECTRICAL	ELEC/42511	
MECHANICAL	MECH/42515	
PLUMBING	PLUMB/42515	
MICROFILM	MICFLM/42523	
MINEN/MINER	MINE/42521	
CONVENIENCE FEE	VISAMC/42640	

FLOOR AREA (Sq. ft.)	<u>REMODEL</u> FLOOR AREA (Sq. ft.)	VALUATION	
GARAGE AREA (Sq. ft.)	<u>REMODEL</u> GARAGE AREA (Sq. ft.)	MAX OCC	STORIES
DECK AREA (Sq. ft.)	<u>REMODEL</u> DECK AREA (Sq. ft.)	GROUP	TYPE
BEDROOMS		CBC	NEC
		2007	2005

PROPOSED WORK:

CONSTRUCTION LENDING AGENCY. I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued. (Sec. 3097, Civ. C)

LENDER
NAME _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

OWNER-BUILDER DECLARATION I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom 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 the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such 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 he or she did not build or improve for the purpose of sale).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).
- I am exempt under Sec. _____, B & P.C. for this reason:

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, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- 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: _____
Policy Number: _____ Exp: _____
(*This section need not be completed if the permit is for one hundred dollars (\$100) or less.)
- 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 provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

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.

OWNER-BUILDER INFORMATION "An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified. For your protection, you should be aware that as 'owner-builder' you are the responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they are personally performing their own work. If your work is being performed by someone else other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name. Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the city or county. They are also required by law to put their license number on all permits for which they apply. If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection: "If you employ and otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer. If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions. There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers' compensation insurance. For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, the U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents. If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions. A frequent practice of unlicensed persons professing to be contractors is to secure an 'owner-builder' permit, erroneously implying that the property owner is providing his or her own labor and material personally. Building permits are not required to be signed by property owners unless they are performing their own work personally. Information about licensed contractors may be obtained by contacting the Contractors' State License Board in your community or at 9821 Business Park Dr., Sacramento, California, 95827-1703. Please complete the owner-builder verification form so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned."

OWNER-BUILDER VERIFICATION "Attention Property Owner: An 'owner-builder' building permit has been applied for in your name and bearing your signature. Please complete and return this information at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit. No building permit will be issued until this verification is received."

1. I personally plan to provide the major labor and materials for construction of the proposed property improvement (yes or no) _____.
2. I (have/have not) _____ signed an application for a building permit for the proposed work.
3. I have contracted with the following person (Firm) to provide the proposed:
Name _____
Address _____ City _____
Phone _____ Contractors License No. _____
4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise and provide the major work:
Name _____
Address _____ City _____
Phone _____ Contractors License No. _____
5. I will provide some of the work but I have contracted (hired) the following persons to provide the work indicated.
Name _____ Address _____ Phone _____ Type of Work _____

S19832. Transmittal by mail of notice and verification to property owner: Return of verification as condition precedent to issuance of permit.

A city or county, whether general law or chartered, shall transmit the notice required pursuant to Section 19830 and the owner-builder verification required pursuant to Section 19831 by mail to the property owner applying for the owner-builder building permit or may provide the notice or the verification in person to the person applying for the building permit only if that applicant presents identification sufficient to identify himself or herself as the property owner. The return of the owner-builder verification shall be a condition precedent to the issuance of the building permit. However, no city or county or its employees shall be responsible for determining the truth or accuracy of the declarations in the owner-builder verification, and no monetary liability on the part of, and no cause of action for damages against them, shall arise from their failure to verify the truth or accuracy of the declarations.

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building, construction, and hereby authorize representatives of this agency to enter upon the above-mentioned property for inspection purposes. I (we) further agree to save, indemnify and keep harmless the City of Petaluma against liabilities, judgments, costs and expenses which may in any way accrue against said city in consequence of the granting of this permit and will pay all expenses including attorney's fees in connection therewith. All work performed by virtue of this permit must conform to plans and specifications and application filed by the owner or his authorized agent with the Building Inspection Division. This permit does not constitute approval of any violation of the above recited provisions, nor of any state or city ordinance.

Signature **X** _____ Print Name **X** _____ Date _____