

Special Flood Hazard Area

Yes No



Permit # _____

Plan Check # _____

Revision # _____

Information above this line is for official use only

BUILDING DIVISION PERMIT APPLICATION

Job Site Address: _____
Assessor's Parcel No. (APN): _____
*** Property Owner:** _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone/Fax: _____

**When the property owner or applicant is a LLC the Disclosure Statement must also be completed*

- Building _____
- Electrical _____
- Plumbing _____
- Mechanical _____
- Grading _____
- Underground _____

Apply On-Line



Scan me
Obtaining Permits



Scan me

Total \$ _____

(Fair Market Value of Labor and Materials)

*** Applicant** _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone/Fax: _____

**When the property owner or applicant is a LLC the Disclosure Statement must also be completed*

Contractor: _____
 State License Number (CSLB): _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone/Fax: _____

Architect: _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone/Fax: _____

Engineer: _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone/Fax: _____

Agent/Tenant: _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone/Fax: _____

Description of Work

(must be the same applying online)

WHO'S DOING THE WORK!

UNDER STATE LAW, CHECK A LINE THAT APPLIES CONTRACTORS LICENSE LAW
 _____ I am licensed under provisions of Chapter 9 Division 3 of the Business & Profession Code
 _____ I, as the owner, 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)
 _____ I, as the owner, am exclusively contracting with licensed contractors. (Sec. 7044)
 _____ I am exempt under Section _____ Business and Profession Code for this reason:
 Richmond Business License #: _____

I certify that I have read the information on this permit application (both sides) and state that the above information is correct. I agree to comply with all City ordinances and other laws relating to this permit and hereby authorize representatives of the City of Richmond to enter up the above mentioned property for inspection purposes.

***When the property owner or applicant is a LLC the Disclosure Statement must also be fully completed.**

SIGNATURE: _____ **DATE:** _____

UTILITY SERVICES

During the course of construction and until all permits are finalized, the utility services (gas & electrical) to the property will be considered a temporary construction service. In the event a permanent utility service exists, the utility company will be notified that such service is now changed to a temporary construction service. In the event that the work is not finalized and the permit is revoked, utility service will also be discontinued until such time as inspections are completed to determine that the property meets minimum standards to safeguard life or limb, health, property and public welfare.

WHEN PERMIT IS ISSUED

- Inspection record card (or copy) must be posted in a conspicuous place on the job but protected from the weather.
- The stamped set of plan, specifications and other data must be kept on the job site.
- Advance one day notice is required for inspection request.
- **All contractors on the job must maintain a current business license, Contractor's license and insurance.**
- All employees on the job must be protected with Worker's Compensation insurance.
- You are required to review and follow the stamped set of plans & specifications and understand all building code comments prior to beginning construction.
- A common rule of thumb for inspections is **"never cover anything until the City Inspector has seen it."**

WORKMANSHIP

In the event that the Building Official determines that the work being done is below industry standards or the persons doing the work are unable to produce work to the industry standards without detailed instructions from the inspector, the work will be considered as involving unusual hazards and the following from the CBC shall be employed.

Inspections.

- a) General. All construction or work for which a permit is required shall be subject to inspection by the Building Official, and certain types of construction shall have continuous inspections by special inspectors as specified in Ch. 17 CBC

Special Inspections

- a) General. In addition to the inspections required by Ch. 17 CBC, the Owner shall employ a special inspector during construction on the following types of work:

SPECIAL CASES: Work which, in the opinion of the Building Official, involves unusual hazards. (a) Special Inspector. The special inspector shall be a qualified person who shall demonstrate his competence, to the satisfaction of the building Official for inspection of the particular type of construction or operation requiring special inspection.

OSHA PERMITS Calif. Admin Code Sect. 17922.5 requires proof of an OSHA permit prior to the issuance of a building permit when:

1. Trenches or excavations are 5 feet or more in depth into which a person must descend.
2. Construction or demolition of any structure more than 36 feet in height; Title 8, Calif. Code and Safety Orders.

WORKERS' COMPENSATION INSURANCE

California Labor Code Sec. 3800 requires every city to keep on file a certificate of Workers' Compensation Insurance for a permit applicant before any permit can be issued for jobs where persons will be employed to do the permitted work. Employers who have a certificate of consent to self-insure issued by the state's Director of Industrial Relations may file this in lieu of a certificate of insurance. All certificates must show the City of Richmond as the certificate holder and promise to give the City at least ten days written notice before it is cancelled.

ENGINEER OR ARCHITECT REQUIRED

California Law (Section 5500 & 6700 Business & Professions Code) requires that plans and specifications for building work be signed by a state licensed engineer or architect except for nonstructural remodeling and wood frame residential housing with less than five units and less than three stories in height. Any changes to the plans must be signed off by the engineer or architect prior to beginning work.

PERMITS TO CONTRACTORS

1. For the purpose of issuing permits to contractors the following conditions must be met:
 - o Valid California Contractors License.
 - o Current Workman's Compensation Insurance certificate on file.
 - o Valid City of Richmond Business License.
 - o No outstanding or delinquent debts to the City of Richmond.

The following may also be required:

2. "Qualifying Individual" or his/her designee must apply for permits.
3. A copy of the part of the contract which shows the contract amount and the owner's signature authorizing the work. In order to clarify what type of contractor license is required for various permits, the following shall apply:
4. General Engineering (A). Contractors may be issued permits for any and all types of work. Section 830a, 832.62a, 834a, and 7056 of Business and Professions Code.
5. General Building (B). Contractors may be issued permits for any structure and its components (electrical, plumbing, mechanical, etc.) provided the General Contractor is performing or supervising three trades or crafts. Section 830b, 832.62b, 7057 of Business and Profession Code
6. Specialty Contractors (C-3) and General Building Contractors (B) doing framing and carpentry may be issued permits for their specialty trade and work of other trades provided such other work is incidental and supplemental and essential to the specialty work. Section 831, 832, 834b 834c, 7058, 7059 of the Business and Professions Code.

PERMITS TO OWNERS/TENANTS

For the purpose of issuing permits to property owners or tenants, the following conditions must be met:

1. California required Owner-builder declaration.
2. Proof of ownership or long term lease may be required.

In order to clarify what types of permits may be issued to property owners or tenants, the following section of the Business and Professions Code of California State Law shall apply: 7044.

This chapter (Contractor License Law) does not apply to any of the following:

An owner of property, building or improving structures thereon, or appurtenances thereto, who does such work himself or herself or through his or her own employees with wages as their sole compensation; provided that such structure/s, with or without the appurtenances thereto is not intended or offered for sale or lease within one year. An owner of property, building or improving structures thereon, or appurtenances thereto, who contracts for such a project with a contractor or contractor's licensed pursuant to this chapter. A homeowner improving his or her principal place of residence or appurtenances thereto, provided that all of the following conditions exist:

1. The work is performed prior to sale.
2. The homeowner has actually resided in the residence for the 12 months prior to completion of the work.
3. The homeowner has not availed him or herself of the exemption in this subdivision on more than two structures more than once during any three-year period.

NOTE:

- (I) Long term lessees are also treated as owner for the purpose of this exemption;
- (II) Changes in lessees are also treated as sales of property for this exemption.

Disclosure Statement for Limited Liability Companies

Whenever the owner of a property or the applicant for a City permit or license is a limited liability company (“LLC”), the LLC shall provide the City with the names and business addresses of any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and “Beneficial Owners” of the applying LLC. A Beneficial Owner is any person or entity who: (1) exercises substantial control over the applying LLC; (2) owns 25% or more of the interest in the applying LLC; or (3) receives substantial economic benefits from the assets of the applying LLC. If any LLC shareholder, director, officer, member, manager, other authorized person, partner, or Beneficial Owner is itself an LLC or other business entity, the names and business addresses must also be provided for any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and Beneficial Owners of that LLC or other business entity all the way up through each entity in the organizational chart until ultimate ownership by individual people is disclosed.

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Check this box if additional ownership information is attached to this Disclosure Statement.

In signing this Disclosure Statement, I represent that the information submitted in this Disclosure Statement, and any attachments, is true and correct.

Signature: _____

Printed Name: _____

Title: _____

Date: _____