



Office Use Only
Permit # _____
Date Paid _____
Received by _____

City of Tehachapi Building Department

OVER THE COUNTER PERMIT APPLICATION

Job Site Address: _____ **Valuation:** _____ **APN:** _____

Contact Person:	<input type="checkbox"/> Applicant?
Name: _____	
Mailing Address: _____	
City/State/Zip: _____	
Phone #: _____ Email: _____	

Property Owner:	<input type="checkbox"/> Applicant?
Name: _____	
Mailing Address: _____	
City/State/Zip: _____	
Phone #: _____ Email: _____	

Contractor Information:	<input type="checkbox"/> Applicant?
Business Name: _____	
Mailing Address: _____	
City/State/Zip: _____	
Phone #: _____ Email: _____	
License Type: _____ License Number: _____ Business License #: _____	

Design Professional: (Architect/Engineer)	<input type="checkbox"/> Applicant?
Business Name: _____	
Mailing Address: _____	
City/State/Zip: _____	
Phone #: _____ Email: _____	
License Type: _____ License Number: _____ Business License #: _____	

Complete all that apply:

Demolition: Floor/Site Plan Provided: Yes No
Eastern Kern Air Pollution Control District Approval: Yes No

Electrical Panel Change: Existing Amps _____ New Amps _____

HVAC Change: FAU: Add Exchange Current Location _____ New Location _____
A/C: Add Exchange Current Location _____ New Location _____
Duct Work: Add Exchange Number of Feet _____ Title 24

Landscape: Landscape Plan: MWEL Worksheet: City Detail:

Retaining/Masonry Wall (w/City Detail): Linear Footage _____ Site Plan Provided:

Roofing: Tear Off: Yes No If No, Number of Existing Layers _____
Existing Material _____ New Material _____

Rooftop Solar: Total kW _____ Battery Storage: Yes No
Number of Inverters _____ Number of Modules _____

Sewer Lateral Replacement: Number of Feet _____ City Encroachment: Yes No

Siding/Stucco: Existing Material _____ New Material _____
New Paint/Color (please provide sample) _____

Shower/Tub Replacement: Existing: Tub Shower New: Tub Shower

Water Heater Change: Existing Type: Storage On Demand / Gas Electric
Title 24 Proposed Type: Storage On Demand / Gas Electric

Window/Door Replacement (No Framing): Number of Openings _____ Title 24

CERTIFICATION

I hereby certify that I have authority to make the foregoing application, the information contained herein is correct and that the construction will comply with all applicable codes and regulations adopted by the City of Tehachapi.

Signature of Applicant: _____ Date: _____

Permit Declaration Form

#1 Building Permit #

#2 Applicant Type: (Select either 2a or 2b)

2a- California Licensed Contractor's Declaration: I hereby affirm under penalty of perjury that I am licensed under the 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.

Applicant's Signature: _____ **Date:** _____

2b- 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) 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. **(Select all that apply below)**

I, as the 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. 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 the 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 License 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 web site:

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

#3 Worker's Compensation Coverage and Lending Agency: (Complete 3a and 3b)

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 Section 3706 of the Labor Code, interest, and attorney's fees.

3a- Worker's Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations: **(Select one)**

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 Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

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 #: _____ Phone #: _____ Expiration Date: _____

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy No. _____

3b- Construction Lending Agency Declaration: 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) as follows: Yes NA

Lender's Name: _____ Lender's Address: _____

#4 Permit Applicant Declaration: By my signature below I certify each of the following.

I am a California licensed contractor or the property owner or authorized to act on the owner's behalf
I have read this 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 identified property for inspection purposes. This permit is to be issued in the name of the Licensed Contractor or the Property Owner as the permit holder of record who will be responsible and liable for the construction.

Print Name: _____ **Signature:** _____ **Date:** _____



Owner-Builder Acknowledgment and Information Verification

We are providing you with this 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.

Property Owner must complete and submit this form; an agent of the owner may not execute this form.

Read and initial each statement below to signify that you understand and verify this information

Initial:	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 injuries to workers on my property.
	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.
	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.
	I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
	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.
	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.
	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.
	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.
	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 1-800-321-2752 or www.cslb.ca.gov for more information about licensed contractors.
	I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am legally and financially responsible for proposed construction activity at the following project address: Project Address:
	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.
	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. I 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.

Owner's Name:

Signature:

Date:

SMOKE ALARMS AND CARBON MONOXIDE ALARMS

CERTIFICATION FORM

The California Residential Code (CRC) Sections R314 and R315 require that smoke alarms and carbon monoxide alarms be installed when alterations, repairs or additions are performed. Generally, the alarms are required to be hard-wired, have battery backups, and be interconnected. However, they may be solely battery-operated under certain conditions as outlined in the CRC. Please refer to the appropriate sections of the CRC for more information. The alarms are required to be installed prior to the final inspection. An adult must be present during the final inspection to allow an inspector within the home to verify compliance with the above requirements. If an adult will not be present, you may complete the portion below to certify smoke and carbon monoxide alarms are installed in accordance with the CRC.

If you opt to forego this certification, the building inspector must have access to perform adequate inspections. Failure to complete this Certification Form or provide access to the inspector will result in an unfinished permit and possible expiration/cancelation of the permit. Please leave this signed Certification Form with the job card.

Permit Number: _____

Project Address: _____

I hereby certify smoke alarms and carbon monoxide alarms have been installed in accordance with the CRC. (Must be signed by either the contractor or the property owner.)

Owner Signature

Contractor Signature

Print

Print

Date

License No.

Date