

Building Permit & Plan Check Application



CITY of SAN PABLO
City of New Directions

Community Development
Building Division

DIRECTIONS:

Complete this application form and submit along with payment, plans (if required) and approval stamps from outside agencies (if required). Payment may be submitted by check made out to City of San Pablo or by credit card using the Credit Card Authorization Form available online www.sanpabloca.gov/2713/Building-Services

For submission, please contact 510-215-3030 for the weblink to submit electronically or to coordinate a drop-off between 12pm-3pm on Tuesdays or Thursdays.

If you have questions, please contact City staff:
Phone: 510.215.3030
Email: building@sanpabloca.gov

FOR STAFF USE ONLY	
PERMIT NO. _____	
RESIDENTIAL ____	COMMERCIAL ____
ZONING _____	
APPROVED BY _____	

#1 IDENTIFY YOUR BUILDING PROJECT All applications must complete this section.

Property Address:	San Pablo, CA Zip:
Accessor Parcel Number:	
As the permit holder of record who will be responsible and liable for the construction, this permit is to be issued in the name of: ____ Licensed Contractor or ____ Property Owner	

Applicant Name:	
Address:	
Email:	Phone:
Property Owner (if different from Applicant) Name:	
Email:	Phone:

Licensed Design Professional Name: (Architect or engineer in charge of project)	
License No. (To verify, visit Contractors State License Board: www2.cslb.ca.gov/onlineservices):	
Address:	
Email:	Phone:

Valuation of Work:
Briefly Describe Work to be Performed:

#2 LICENSED CONTRACTOR, OWNER-BUILDER OR AUTHORIZED AGENT INFORMATION

Complete the section below that applies to you, either 2a or 2b below.

2a –LICENSED CONTRACTOR (To verify, visit Contractors State License Board: www2.cslb.ca.gov/onlineservices)		
Company Name:	Address:	
License No.	License Class:	
<p>DECLARATIONSTATEMENT: 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. By my signature below, I certify to each of the following:</p> <ul style="list-style-type: none"> • 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 buildingconstruction. • I authorize representatives of this city or county to enter the project property for inspection purposes. 		
_____ Contractor Signature	_____ Print Name	_____ Date

<p>2b –OWNER-BUILDER A separate Owner-Builder Declaration Form must also be completed and submitted along with this application. If you are would like to authorize an agent to act on your behalf, please use the Owner-Builder Declaration Form to submit the necessary information.</p>		
<p>DECLARATIONSTATEMENT: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).): CHECK ONLY ONE BOX BELOW:</p> <p><input type="checkbox"/> I, as owner of the property, or my employees with wages as their sole compensation, will do () all of 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 ofproving that it was not built or improved for the purpose of sale.).</p> <p><input type="checkbox"/> 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 License Law.).</p> <p><input type="checkbox"/> I am exempt from licensure under the Contractors' State License Law for the following reason:</p> <p>_____</p> <p>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: www.leginfo.ca.gov/calaw.html. By my signature below, I certify to each of the following:</p> <ul style="list-style-type: none"> • 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 buildingconstruction. • I authorize representatives of this city or county to enter the project property for inspection purposes. 		
_____ Owner-Builder Signature	_____ Print Name	_____ Date

#3 WORKERS' COMPENSTATION COVERAGE AND LENDING AGENCY DECLARATIONS

All applications must complete this section.

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:

CHECK ONLY ONE BOX:

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 which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier:	Policy No:	Expiration Date:
Name of Agent:		Phone:

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.

Signature of Licensed Contractor
or Property Owner

Print Name

Date

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). **If not using a construction lending agency, write N/A.**

Lender's Name
Lender's Address

Signature of Licensed Contractor
or Property Owner

Print Name

Date



CONSTRUCTION & DEMOLITION DEBRIS RECYCLING

APN: _____ Building Permit #: _____ J# _____ (if applicable) Date: _____

Owner Name: _____ Owner Mailing Address: _____ Phone _____

Jobsite Contact: _____ Company: _____ Phone _____

Jobsite Address: _____ Building Type: Residential Non-Residential

1 Does your project meet any of the below criteria?

YES → Fill out the rest of this form. If no, check this box: The below criteria do not apply to my project.

Non-Residential	<ul style="list-style-type: none"> Any new construction, demolition, addition, or alteration that requires a permit Universal Waste (Fluorescent lamps, ballasts, thermostats) must be sent to appropriate facility.
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Residential	<ul style="list-style-type: none"> Any new construction project that requires a permit Any demolition projects that require a permit Any additions or alterations that increase the building's conditioned area, volume, or size
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2 Will you use a Richmond Sanitary Service debris box?

YES →

- Fill out the Pre-Construction Waste Management Plan.
- When setting up service, tell Richmond Sanitary Service this is for "C&D Recycling."
- When scheduling final inspection, submit receipts/weight tickets from the transfer station to verify waste material went to "C&D Recycling."

NO ↓

Only the franchise hauler's (Richmond Sanitary Service) debris box can be used.

3 Will you haul your construction & demolition waste yourself?

YES →

- Fill out the Pre-Construction Waste Management Plan.
- When scheduling final inspection, submit the Post Construction Waste Management Report **AND** submit receipts/weight tickets from the transfer station to verify waste material went to "C&D Recycling".
- Certify that the information is accurate and meets the current regulation.

Pre-Construction Waste Management Plan

Effective January 1, 2017, certain residential and non-residential building construction and demolition projects must meet Title 24 California Green Building Standards Code (CALGreen). For these projects, **65%** of all waste generated must be recycled.

Specify in the table below the types and quantities of materials **expected** to be generated in your project. Indicate whether they will reused on-site, recycled or disposed. Also indicate the facility to be used.

Material	Reuse	Recycle	Dispose	Facility/Service Providers to be used
Asphalt				
Brick				
Cardboard				
Carpet				
Concrete/Shotcrete				
Dirt/Clean Fill				
Gypsum Dry Wall **				
Job office paper, glass & plastic bottles, cans – Collect separately				
Metals				
Plant/ Tree Debris				
Roofing – asphalt composition shingle, tile, wood shake, tar or gravel				
Rock/Stone				
Wood (Pallets, lumber) **				
Other				



Post Construction Waste Management Report

APN: _____ Building Permit #: _____ J# _____ (if applicable) Date: _____

Owner Name: _____ Owner Mailing Address: _____ Phone _____

Jobsite Contact: _____ Jobsite Address: _____ Phone _____

This form must be filled out if contractor **does not use Richmond Sanitary Service debris box service**. Permit will not be finalized until this completed report is submitted **with receipts**. **If RSS debris box service is used, submit receipts**. Further instructions are on the back of this form.

Material	Reuse	Recycle	Dispose	Actual Facility/Service Providers Used	Weight (tons)
Asphalt					
Brick					
Cardboard					
Concrete/ Shotcrete					
Dirt/Clean Fill					
Gypsum Dry Wall					
Job office paper, glass & plastic bottles, cans, other					
Metal					
Plant /Tree Debris					
Roofing - asphalt composition shingle, tile, wood shake, tar or gravel					
Rock/stone					
Wood (pallets, lumber, etc)					
Other					
Other					

Material Recovery Summary

Total tons of materials disposed (not recycled): _____

Total tons of materials salvaged, reused, or recycled: _____

Percentage of materials recycled/reused: _____ %

Calculate pounds disposed per square footage of project _____

I certify that I have read the CalGreen Title 24 Building Code and understand the requirements of Section 4.408, 5.408, 301.1.1 and 301.3. The information I have provided is accurate to the best of my ability and meets the regulations.

Contractor signature: _____ Date: _____

Contractor license #: _____

Post Construction Waste Management Report Instructions

Upon completion of construction and demolition activities, but before the final inspection, the person responsible for the project must submit the Post Construction Waste Management Report to the City's Development Services Department for review. Include the required documentation (listed below) to demonstrate achievement of the diversion requirement.

- Indicate the types and quantity of debris that were **actually** generated from the project (tons).
- Specify whether each material was reused, recycled or disposed. If the materials were reused on site, describe the reuse application under the facilities/service providers' column. Salvaged materials from deconstruction should be designated as reuse.
- Provide the name of each facility or service that was actually used for each type of material.
- Attach receipts or gate-tags for all materials to verify their destination including subcontractors loads.
- Provide any additional information (including photographs) that are relevant to determining compliance with the code.
- Calculate the percentage of materials recycled/reused.
- Sign the form certifying the information is accurate and meets the code.



Sheetrock

Mixed C&D materials are sorted, recycled, and reused if garbage is kept separated.

Metals



Cardboard



Wood

