

# APPLICATION FOR PERMIT

## PART I, Page 1 of 2



### IDENTIFY THE PROJECT

#### PROJECT LOCATION

PROPERTY LOCATION (STREET ADDRESS): \_\_\_\_\_ LOT#, BLDG #, OR STE #: \_\_\_\_\_  
 SUBDIVISION/TRACT/SHOPPING CENTER: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

#### PROPERTY OWNER INFORMATION

PROPERTY OWNER'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

#### LICENSED DESIGN PROFESSIONAL INFORMATION (Architect or Engineer in charge of the project.)

ARCHITECT OR ENGINEER'S NAME: \_\_\_\_\_ Lic. #: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

#### RESIDENTIAL

- SINGLE FAMILY-NEW HOME / TOTAL LIVING AREA: \_\_\_\_\_ SF  
     FIRST FLOOR: \_\_\_\_\_ SF      2ND FLOOR: \_\_\_\_\_ SF  
     GARAGE: \_\_\_\_\_ SF      BASEMENT: \_\_\_\_\_ SF  
 PATIO COVER/DECK: \_\_\_\_\_ SF      OTHER: \_\_\_\_\_ SF
- MULTI-FAMILY - NEW / TOTAL BLDG S.F.: \_\_\_\_\_  
     # LIVING UNITS: \_\_\_\_\_ PLAN #/OPTION: \_\_\_\_\_
- ADDITION / TOTAL SF: \_\_\_\_\_
- POOL    POOL/SPA    SPA    REMODEL (Describe Below)
- REPAIRS (Describe Below)    OTHER (Describe Below)

DESCRIPTION OF WORK: \_\_\_\_\_  
 \_\_\_\_\_

VALUE (TO INCLUDE ALL LABOR & MATERIALS): \$ \_\_\_\_\_

#### COMMERCIAL

- NEW BUILDING / TOTAL SF: \_\_\_\_\_
- TENANT IMPROVEMENT / EXISTING S.F. \_\_\_\_\_
- ADDITION / TOTAL SF: \_\_\_\_\_
- POOL       POOL/SPA       SPA
- REMODEL (DESCRIBE BELOW)
- REPAIRS (DESCRIBE BELOW)
- SIGN(DESCRIBE BELOW)
- OTHER (DESCRIBE BELOW)

DESCRIPTION OF WORK: \_\_\_\_\_  
 \_\_\_\_\_

VALUE (TO INCLUDE ALL LABOR & MATERIALS): \$ \_\_\_\_\_

### IDENTIFY THE 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.(3097 Civil Code)

LENDER'S NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

### OFFICIAL USE ONLY

Date Received: \_\_\_\_\_  
 Permit #: \_\_\_\_\_  
 Permit Type: \_\_\_\_\_  
 Deposit Amount: \_\_\_\_\_  
 Dept. Value: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Occup: \_\_\_\_\_ Const. Type: \_\_\_\_\_  
 Code: \_\_\_\_\_ # of Stories: \_\_\_\_\_

### IDENTIFY PERMIT HOLDER OF RECORD

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.

PERMIT HOLDER'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

#### **BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING STATEMENTS:**

I am the property owner or authorized to act on the property owner's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable City and County ordinances, rules, regulations, and State laws relating to building construction, and with any and all conditions of permit. I agree to defend, indemnify, and hold harmless the City of Rocklin, its officers, agents, and employees from any and all claims and liability for personal injury, including death, and property damage caused by, arising out of, or in any way connected with the issuance of this permit. I hereby acknowledge that issuance of this permit does not authorize the use or occupancy of any sidewalk, street, or subsidewalk. I also hereby acknowledge that compliance with HOA regulations and CC&R's is the responsibility of the land owner and is not implied or conveyed through City Approval of permit documents or plans. I authorize representatives of the City of Rocklin to enter the above mentioned property for inspection purposes.

Contractor, Property Owner\*, or  
 Authorized Agent's Signature\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Relationship to Project: \_\_\_\_\_

\*requires separate verification form

\*\*requires separate authorization form

### DEPARTMENTAL APPROVALS

Plng: \_\_\_\_\_ Date: \_\_\_\_\_  
 Eng: \_\_\_\_\_ Date: \_\_\_\_\_  
 Fire: \_\_\_\_\_ Date: \_\_\_\_\_  
 Other: \_\_\_\_\_ Date: \_\_\_\_\_  
 Bldg: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR PERMIT

## PART I, Page 2 of 2



PROJECT LOCATION/ADDRESS: \_\_\_\_\_ APPLICATION/PERMIT # \_\_\_\_\_

### IDENTIFY WHO WILL PERFORM THE WORK

( COMPLETE EITHER THE "CALIFORNIA LICENSED CONTRACTOR'S DECLARATION" OR THE "OWNER-BUILDER DECLARATION")

#### CALIFORNIA LICENSED CONTRACTOR'S DECLARATION

I herby 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.

State of California Contractor's License Number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City of Rocklin Business License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contractor or Authorized Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OWNER-BUILDER DECLARATION

I herby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Sec.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]).:

Please **check all that apply** for the following:

**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 the 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 such projects with a licensed Contractor pursuant to the Contractors' State License Law.)

**I am exempt from licensure under the Contractor's 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://www.legalinfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IDENTIFY WORKERS' COMPENSATION COVERAGE

**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.

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

Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name of Insurance 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.

Contractor, Property Owner, or Authorized Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF ROCKLIN BUILDING DIVISION

## APPLICATION FOR PERMIT INSTRUCTIONS

California State Law requires that every permit applicant provide specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applications must include the information requested which is identified by the division markers. If you are unsure about any item, the Building Division will assist you. Fill in ALL information completely and either type or print legibly in blue or black ink. Applications may be submitted directly to the Building Division located at 3970 Rocklin Road, Rocklin, CA, 95677. (Please note that due to original signature requirements, at this time we are unable to accept applications by fax.)

### **IDENTIFY THE PROJECT**

#### Project Location

Accurate property identification is very important. Please provide the property location/street address and either the lot, building, or suite number. Please note that addresses for new building construction will be issued by the City of Rocklin Building Division after permit submittal. The Building Division staff will complete the Subdivision/Tract/Shopping Center section.

#### Property Owner Information

Please complete this section with the property owner's information.

#### Licensed Design Professional Information

If the project has a licensed architect or a licensed engineer, please complete this section. If not, please write "Not applicable" or "N/A"

#### Residential and Commercial Section

Check the appropriate box (es) to describe the type of project. Please also complete the SF (square footage) areas and/or Description of Work section, if applicable. The value section must also be completed for all projects *except* new single family homes, new commercial buildings, and new multi-family buildings.

### **IDENTIFY THE CONSTRUCTION LENDING AGENCY**

If there is a construction lending agency for the project, please complete this section. If there is no lending agency, please write "Not applicable" or "N/A".

### **IDENTIFY PERMIT HOLDER OF RECORD**

The permit holder of record can only be either the licensed contractor of record or the property owner (owner-builder). The person signing the permit application must either be the contractor, property owner (requires separate verification form), or an authorized agent of the permit holder (requires separate authorization form).

### **IDENTIFY WHO WILL PERFORM THE WORK**

Complete either the "California Licensed Contractor's Declaration OR the "Owner-Builder Declaration" in this section.

#### California Licensed Contractor's Declaration

This section should only be completed if the permit holder is a licensed contractor. This statement may be signed by the contractor or an authorized agent for the contractor, providing that the Building Division has a letter on file from the contractor authorizing the agent to sign.

#### Owner-Builder Declaration

This section should only be completed if the permit holder is the property owner (owner-builder). This statement may be signed by the property owner or an authorized agent for the property owner (requires separate authorization form). In every case, a separate "Owner-Builder Notice, Acknowledgement, Verification, & Authorization" form must also be completed and signed by the *property owner*.

### **IDENTIFY WORKER'S COMPENSATION COVERAGE**

This section should be completed for all projects. Please check the applicable box indicating whether the permit holder has workers' compensation insurance or is exempt from worker's compensation insurance. If the first box is checked, a valid Certificate of Consent to Self Insure must be provided to the Building Division at the time of permit issuance. This certificate must include the policy number. If the second box is checked, a valid Certificate of Worker's Compensation Insurance must be provided to the Building Division at time of permit issuance. This certificate must show the insurance agent's name and phone number, the worker's compensation carrier, policy number, and expiration date. The third box is checked only when the property owner or contractor will have no employees on the job. This declaration must be signed by either the permit holder or an authorized agent.

*THIS APPLICATION (PART I, pages 1 & 2) IS NOT A PERMIT. A VALID PERMIT RESULTS WHEN PART II IS APPROVED AND ISSUED BY THE CITY OF ROCKLIN BUILDING DIVISION. PERMIT FEES MUST BE PAID AND RECEIPT ACKNOWLEDGED ON PART II.*

**BE SURE ALL NECESSARY SIGNATURES ARE OBTAINED.**



# City of Rocklin Building Division

3970 Rocklin Road • Rocklin CA 95677 • (916) 625-5120 • (Fax) 625-5195

## Plans and Calculations Submittal Chart

This chart represents the minimum number of submittals that are **normally** required at the time of submitting the permit application.

*NOTE: Some plans or calculations may not always be necessary. You should contact the Building Division for more specific information or if you have questions regarding your permit application.*

	Complete Plans (Include Site Plans)	Site Plan Only	Structural Calculations	Energy Documentation	Truss Calculations	Electric Load Calculations	Grading/Drainage Plans	Landscaping Plans*	Civil/Site Improvement Plans	Solis Report or Updated Letter from Geotechnical Engineer
Single-Family Dwellings	4		2	2	2		4	4		2
Multi-Family Structures	4		2	2	2	2	4	4	3	2
Commercial	4		2	2	2	2	4	4	3	2
Commercial Tenant Improvements	4		2	2		2				
Pools	3		2				3			
Signs	2		2							
Additions	4		2	2	2		3			
Remodeling	4		2	2						
Miscellaneous Structures	4		2		2					
Single Family Dwelling Productions		2					2			
Code Check Only/Master Plans	4		2	2	2					2

\* If over 500 square feet of landscape area

- Plans & calculations shall have the designer's "WET" signature.
- Civil/Site Improvement Plans are submitted directly to the Engineering Division, (916) 625-5140.
- Plan check deposit required at time of submittal on new residential and commercial buildings, and tenant improvements. See the [Plan Check Deposit Schedule](#) for additional information.
- Food establishments require permits from Placer County Health Department, (530) 889-7335.