

# City of Rocklin Building Division

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

---

## TERMS AND CONDITIONS:

The eTrakit system is an optional Internet service provided by the City of Rocklin, which replaces our fax-in permit program. In consideration of being authorized to use eTrakit, \_\_\_\_\_ (hereinafter referred to as the “licensee”) understands and agrees to the following terms and conditions:

1. Only the licensee may obtain any type of building permit through eTrakit. The licensee will keep confidential and shall take all necessary steps to insure that any passwords or PINs used to access eTrakit shall only be used by licensee and licensee shall be fully responsible for any use of the eTrakit system by persons using any password or PIN issued to licensee.
2. All work authorized by any permit must comply with all applicable ordinances and codes adopted by the City of Rocklin.
3. All work authorized by permit is subject to inspection. Required inspections can be scheduled by calling the Building Division’s inspection line at (916) 625-5136 or via the internet. Access must be provided for inspection purposes.
4. Permits shall automatically EXPIRE and become void if work has not started within 180 days from the issuance date or if the work is suspended or abandoned for period in excess of 180 days. An extension may be granted if requested in writing.
5. “Simple Permits” are permits that do not require any discretionary approvals or plan review by the City. If, subsequent to the issuance of a Simple Permit, the Building Official determines that plans or other review are required for the work undertaken, the permit may be suspended or revoked until such time as proper reviews and approvals are obtained.
6. The issuance of a Simple Permit shall not serve to legalize other unauthorized construction, improper occupancies, additional dwelling units, or unauthorized lands uses not otherwise legally established. All Simple Permits are subject to review and approval by the City of Rocklin Building Division.
7. Work shall not commence until the licensee is in receipt of an issued building permit.
8. The licensee must be properly licensed by the State Contractors Board to perform all work for which licensee obtains permits. All permits will be verified upon issuance. **Plumbing, mechanical, electrical and roofing permits issued to a B (General) License contractor will be void and ineligible for a refund.**

Licensee has read, understood, and agrees to the terms on this page. Initials: \_\_\_\_\_

9. The licensee hereby certifies that all information provided herein are correct and that all information that licensee, or licensee's authorized agents, will provide through eTrakit will be correct.
10. Licensee shall abide by all the terms listed in the declaration on the building permit. Licensee or licensee's authorized agents must print, sign and post the permit and inspection record list at the job site.
11. Only the "Descriptions of Work" supplied by the City of Rocklin within this application package shall be used to obtain permits through eTrakit. All permits with unauthorized description are subject to revocation.
12. The licensee's ability to continue using eTrakit shall be revoked if the license fails to adhere to any of the above noted terms or any City Codes or ordinances, or any State or Federal laws or regulations.
13. "Total fees due" refer to Building Division fees only. All other fees (i.e. sewer, water, school, fire, etc.) are paid separately.

**USING ETRAKIT:**

- To initiate the permit application in eTrakit, a valid address must be selected into eTrakit. If the licensee does not find the valid address, the licensee must contact the Building Division to correct discrepancies or assign an address.
- Upon renewal of the licensee's State Contractor's License and/or City of Rocklin Business License, the licensee must contact the Building Division to update your file. The licensee cannot obtain web permits if the licensee's State Contractor License or City of Rocklin Business License does not appear to be current in the City's tracking system.
- eTrakit is only valid for those certain types of eligible Simple Permits listed below. When obtaining a permit through eTrakit, the licensee must use only the descriptions of work provided in this document and only obtain the type of permit authorized by the licensee's State Contractor's License classification.

**ELIGIBLE ETRAKIT PERMITS AVAILABLE:**

- Residential Water Heater Replacement
- Residential Heating, Ventilation, or Air Conditioning Replacement
- Residential Composition Roof Replacement or Overlay
- Residential Electric Panel Upgrade or Replacement

*(Please note that commercial permits are not available on eTrakit at this time.)*

Licensee has read, understood, and agrees to the terms on this page. Initials: \_\_\_\_\_

# APPROVED DESCRIPTIONS OF WORK FOR eTRAKIT PERMITS

## **Residential Water Heater Replacement**

- Permit Type: Web Res Water Heater
- Description of Work: Water Heater C/O

## **Residential Heating, Ventilation, or Air Conditioning Replacement**

- Permit Type: Web Res HVAC
- Description of Work: HVAC C/O

## **Residential Roof Replacement**

- Permit Type: Web Res Roofing
- Description of Work: Reroof ({enter type of roofing to be removed} to {enter type of roofing to be installed}) / # SQS)

For example: Reroof (Shake to Comp / 32 SQS)

*Please note that when shake roofing is removed, a comment will need to be added to the application that indicates what structural assembly will be used, for instance “solid wood deck diaphragm”, etc.*

## **Residential Roof Overlay**

- Permit Type: Web Res Roofing
- Description of Work: Roof Overlay ({Type of Roofing}) / # SQS)

For example: Roof Overlay (Comp / 35 SQS)

## **Residential Electric Panel Upgrade**

- Permit Type: Web Res Elec Panel
- Description of Work: Electrical Panel Upgrade (# amps to # amps)  
(Enter the number of amps in place of the # above.)

## **Residential Electric Panel Replacement**

- Permit Type: Web Res Elec Panel
- Description of Work: Electrical Panel Replacement (# amps to # amps)  
(Enter the number of amps in place of the # above.)

Licensee has read, understood, and agrees to the terms on this page. Initials: \_\_\_\_\_

## LICENSEE DELARATION

(PRINT LEGIBLY IN BLUE OR BLACK INK OR TYPE)

I hereby declare under penalty of perjury under the laws of the State of California that the following information is true and correct:

Business Name		Licensee Name	
Mailing Address			
E-Mail Address			
Telephone Number		Fax Number	
State License Number #		Classification(s)	Exp. Date
City Business License #		Exp. Date	

## CALIFORNIA LICENSED CONTRACTOR'S DECLARATION

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.

Licensee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WORKERS' COMPENSATION DECLARATION

**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 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, 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.

Licensee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

For building permit applications I submit, 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 the building 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 building permits do not authorize the use or occupancy of any sidewalk, street, or sub-sidewalk. 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 upon the property where work is being conducted for inspection purposes. If for any reason my license has been suspended or revoked, I will notify the City of Rocklin Building Division immediately and this registration will be voided. By signing below, and initializing each page herein, I acknowledge my understanding of and voluntarily agree to all of the terms and conditions and other information set forth above in this eTrakit User Application.

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_