

# BUILDING PERMIT APPLICATION

Community Development – Building Division  
 701 Laurel St., Menlo Park, CA 94025  
 Tel 650-330-6704



PROJECT INFORMATION	
Job Address:	Date of Submittal:
APPLICANT INFORMATION	OWNER INFORMATION
Name:	Name:
Address:	Address:
State, Zip:	State, Zip:
Phone:	Phone:
Email:	Email:
CONTRACTOR INFORMATION	
Company Name:	State License #:
Contact Name:	
Address:	
Phone:	Email:
PROJECT DESCRIPTION	
SCOPE OF WORK (Please check appropriate box(es))	
<input type="checkbox"/> Building <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Re-roof <input type="checkbox"/> Mechanical	Miscellaneous: _____
TO OBTAIN THIS PERMIT, THE UNDERSIGNED HEREBY FILES THIS APPLICATION AND AGREES, CERTIFIES AND DECLARES:	
<p>Notice has been given to me that this permit may be used only in compliance with the Menlo Park Municipal Code and all other applicable ordinances and laws; This permit does not allow occupancy of the construction for which this permit is issued until it has been approved in writing by the City of Menlo Park for occupancy after final inspection; This permit may include, if required, permits and itemization for any plumbing, electrical, heating, air conditioning work, and the handling of hazardous materials; I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of the City of Menlo Park may enter upon the job premises at any reasonable time to inspect any work installed under this permit, to remove any non-conforming construction at my expense, and to otherwise act as and when required by the Menlo Park Municipal Code.</p> <p>I certify I have read this application and state that the above information is correct.</p> <p>Date: _____ Print Name: _____ Signature: _____</p>	

THIS PERMIT SHALL EXPIRE BY LIMITATION AND BECOME NULL AND VOID IF THIS WORK IS NOT COMMENCED WITHIN 180 DAYS. SHOULD ANY WORK, AUTHORIZED BY THIS PERMIT, BE SUSPENDED OR ABANDONED FOR 180 DAYS, THIS PERMIT SHALL BE NULL AND VOID. A NEW PERMIT OR REACTIVATION OF SAID PERMIT WILL BE REQUIRED FOR ANY EXPIRED PERMIT.

### 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.

License Class: \_\_\_\_\_ License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date: \_\_\_\_\_ Contractor Signature: \_\_\_\_\_

### OWNER BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason: [Section 7031.5 Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he or she is exempt therefrom 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).

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Section 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such 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 he or she did not build or improve 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 Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)

I am exempt under Section \_\_\_\_\_ Business and Professions Code for the following reason:

Date: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

### WORKERS' COMPENSATION DECLARATION (This section does not need to be completed if the permit is \$100 or less)

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, as provided for by Section 3700 of the Labor Code, for the Performance of the work for which this permit is issued.

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 number \_\_\_\_\_

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.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**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 (\$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.