



BUILDING DIVISION

34009 Alvarado-Niles Road
Union City, California 94587
Phone No. (510) 675-5313

EMAIL or MAIL-IN PROCESS FOR OVER-THE-COUNTER PERMITS

For use of CA State Licensed Contractors Only

Email: building@unioncity.org

Address: Building Division
34009 Alvarado-Niles Road
Union City, CA 94587

Fax Number: (510) 475-7318

Acceptable projects for Email or Mail-In Permits

- Minor plumbing, mechanical, and electrical work
- Replacement of hot water heaters
- Replacement of residential electrical service
- Replacement of wall furnaces or HVAC units (*CF1R Form Required*)
- Re-roof permits not adding additional weight
- Like for like window replacement
- Repair or replace water and/or gas lines

Email Permit Process

- Email the completed permit application
- Invoice will be emailed to the applicant with instruction for payment with the Finance Department (510) 675-5312
- The hard copy will be mailed to the contractor's address listed on the application

Mail-In Permit Process

- Mail-In completed permit application
- Invoice will be emailed to the applicant with instructions for payment with the Finance Department (510) 675-5312.
- The official hard copy will be mailed to the contractor's address listed on the application



PERMIT APPLICATION

For use of CA State Licensed Contractor's Only

Type of Project:			
☐ Residential ☐ Commercial		☐ Building Permit ☐ Plumbing Permit ☐ Electrical Permit ☐ Mechanical Permit	
Description of Work: _____ _____			
Job Address: _____		Valuation: \$ _____	
Contractor Information:			
Name of Company: _____			
Contact Name: _____			
Address: _____		City: _____	State: _____ Zip: _____
Phone Number: _____		E-mail Address: _____	
Owner Information:			
Name: _____			
Address: _____		City: _____	State: _____ Zip: _____
Licensed Contractors Declaration: I hereby affirm 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.			
License Number: _____ License Class: _____ Expiration Date: _____			
Worker's Compensation Declaration: I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec. 3800, Lab C).			
Policy No. _____ Company: _____ Signature: _____ Date: _____			
Certificate of Exemption from Worker's Compensation Insurance : <i>(This section need not be completed if the permit is for two (\$200) or less)</i> 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 Worker's Compensation Laws of California.			
Contractor Signature: _____ Date: _____			
NOTICE TO APPLICANT: <i>If, after making this Certificate of Exemption, you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.</i>			
Construction Lending Agency: I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097 CIV.C)			
Lenders Name: _____ Lender's Address: _____			
Contractor Signatures: I certify that I have read this application and permit and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes.			
Print Name of Applicant: _____			
Signature of Applicant: _____			Date: _____
Issued By: _____			Date: _____
The above approval grants permission to do the work covered by this application and permit in accordance with plans as approved and all applicable city and state ordinances, regulations and laws governing location, construction and occupancy of building. Expiration of permit: This permit expires if the building or work authorized herein is not commenced within 180 days from the date of approval, or if work is suspended for a period of 180 days or abandoned after expirations, this permit must be renewed before work may be commenced again.			