



# CITY OF ESCALON

## DEVELOPMENT SERVICES

2060 McHenry Avenue • Escalon, California 95320 • Office 209.691.7430 Fax 209.691.7439 • Email devservices@cityofescalon.org

### REROOF PERMIT APPLICATION - OWNER BUILDER

#### Project Information

Property Location (Street Address): \_\_\_\_\_ Lot, Bldg, Ste#: \_\_\_\_\_

Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Building Sq.Ft: \_\_\_\_\_ Garage Sq.Ft: \_\_\_\_\_ Total Roofing Squares: \_\_\_\_\_

|                       |                                     |                                     |                                      |                                |
|-----------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------|
| <b>Building Type:</b> | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Residential | <input type="checkbox"/> Other |
|-----------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------|

#### Existing Roof Information

Roof Slope: \_\_\_\_\_ (In Inches) No. of Existing Layers: \_\_\_\_\_ Existing Covering Be Removed? ☐ Yes ☐ No

Type of Existing Roof Covering: \_\_\_\_\_ Type of Existing Sheathing: \_\_\_\_\_

#### New Roof Information

|                          |                                         |                                        |                                 |                                        |              |
|--------------------------|-----------------------------------------|----------------------------------------|---------------------------------|----------------------------------------|--------------|
| <b>Roofing Material:</b> | <input type="checkbox"/> Comp. shingles | <input type="checkbox"/> Built-up roof | <input type="checkbox"/> Cement | <input type="checkbox"/> Concrete Tile | Other: _____ |
|--------------------------|-----------------------------------------|----------------------------------------|---------------------------------|----------------------------------------|--------------|

|                      |                                           |                                           |                                  |
|----------------------|-------------------------------------------|-------------------------------------------|----------------------------------|
| <b>Underlayment:</b> | <input type="checkbox"/> 1 Layer 30# Felt | <input type="checkbox"/> 1 Layer 15# Felt | <b>Total Valuation:</b> \$ _____ |
|----------------------|-------------------------------------------|-------------------------------------------|----------------------------------|

Describe replacement of any roof sheeting, framing, flashing, and other related work: \_\_\_\_\_

\_\_\_\_\_

#### Property Owner Information

Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Licensed Professional Information

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor License #: \_\_\_\_\_ Class: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I understand that a letter of authorization from the contractor is required if the applicant is not the license holder. This letter must be on company letterhead and submitted before the application can be processed. You may submit the letter in person, via fax, or via e-mail.

☐ I am **OWNER** (no letter needed) ☐ I am **CONTRACTOR** (no letter needed) ☐ I am **AUTHORIZED AGENT** (must provide authorization letter)

#### 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 ordinance, rules, regulations, and State laws relating to building construction, and with any and all 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 authorize representatives of the City of Escalon to enter the above mentioned property for inspection purposes.

**Contractor, Property Owner**

**or Authorized Agent's Signature:** \_\_\_\_\_

**Print Name:**

**Date:**

#### OFFICIAL USE

Date Received: \_\_\_\_\_

Permit #: \_\_\_\_\_

Deposit Amnt: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed By: \_\_\_\_\_

### Licensed Contractor 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 Professionals Code and that my contractor's license is in full force and effect and that all of the information provided by me regarding this is true and correct. I also affirm under penalty of perjury that my Worker's Compensation Declaration or Certificate of Exemption from Worker's Compensation Insurance and lend agency information are true and correct.

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

City of Escalon Business License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

### Worker's Compensation Declaration

I hereby affirm that I have a certificate of self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec. 3000, Lab. C).

Policy# \_\_\_\_\_ Company \_\_\_\_\_

Expiration Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

### Certificate of Exemption from Worker's Compensation Insurance

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.

Applicant Signature \_\_\_\_\_ Dated \_\_\_\_\_

**NOTICE TO APPLICANT:** 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.

### 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 (Section 3097, Cir. C).

Lender's Name \_\_\_\_\_ Lender's Address \_\_\_\_\_

### Owner – Builder Declaration

I hereby affirm under penalty of perjury that I am exempt from provisions of Chapter 9, Division 3, B&D Code of the Contractor's License Law because (check applicable statements)

- ( ) A. I am the owner of the above property and I will contract to have all of the work performed by licensed contractors.
- ( ) B. I am the owner of the property and the work will be partially accomplished in accordance with Statement "A" and the other work will be accomplished in accordance with Statement "C".
- ( ) C. I am the owner of the above property and I will perform all the above work personally or through my employees whose sole compensation will be wages, and the above described structure is not intended or offered for sale.

Applicant Signature \_\_\_\_\_ Dated \_\_\_\_\_

Print Name of Signer \_\_\_\_\_

I CERTIFY THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE INFORMATION IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND COUNTY ORDINANCES AND STATE LAWS RELATING TO BUILDING CONSTRUCTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY TO ENTER THE MENTIONED PROPERTY FOR INSPECTION PURPOSES.

Applicant or Agent Signature \_\_\_\_\_ Dated \_\_\_\_\_

**INSTALLATION CERTIFICATE: Residential Reroof****CF-6R-ENV-01**

Site Address: \_\_\_\_\_

Enforcement Agency: \_\_\_\_\_

Permit Number: \_\_\_\_\_

*If more than one person has responsibility for installation of the items on this certificate, each person shall prepare and sign a certificate applicable to the portion of construction for which they are responsible; alternatively, the person with chief responsibility for construction shall prepare and sign this certificate for the entire construction. All applicable Mandatory Measures with check boxes are required to be checked to ensure the mandatory measures have been met.*

**CEILING INSULATION**

Rigid: \_\_\_\_\_

Brand Name: \_\_\_\_\_

Batt or Blanket Type: \_\_\_\_\_

Brand Name: \_\_\_\_\_

Loose Fill Type: \_\_\_\_\_

Thermal Resistance (R-Value): \_\_\_\_\_

Spray Foam Type: \_\_\_\_\_

Brand Name: \_\_\_\_\_

Installed Actual Thickness (inches): \_\_\_\_\_

Contractor's min installed weight/ft<sup>2</sup> \_\_\_\_\_ lb

Manufacturer's installed weight per square foot to achieve Thermal Resistance (R-Value):

☐ §150(a): Minimum R-19 insulation in wood-frame ceiling or equivalent U-factor.☐ §118(a): Insulation installed meets Standards for Insulating Material.☐ §150(g): Mandatory Vapor barrier installed in Climate Zones 14 or 16.**ROOFING PRODUCTS (COOL ROOFS) §151(j)12**

☐ Check this box if the newly installed roof is exempted from the roofing product "Cool Roof" requirements as indicated on the CF-1R-Alt-Reroof form for this project. Otherwise fill in the table below.

| CRRC Product ID Number <sup>1</sup> | Roof Slope               |                          | Product Weight           |                          | Product Type <sup>2</sup> | Aged Solar Reflectance <sup>3,4</sup> |  | Thermal Emittance |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|---------------------------------------|--|-------------------|
|                                     | ≤ 2:12                   | > 2:12                   | < 5lb/ft <sup>2</sup>    | ≥ 5lb/ft <sup>2</sup>    |                           |                                       |  |                   |
|                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                           | <input type="checkbox"/> <sup>4</sup> |  |                   |
|                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                           | <input type="checkbox"/> <sup>4</sup> |  |                   |

1. CRRC-1 label information is available is on the package of the roofing product being installed and attach the CRRC label to this form.
2. Indicate the type of product is being used for the roof top, i.e. single-ply roof, asphalt roof, metal roof, etc.
3. If the Aged Reflectance is not available in the Cool Roof Rating Council's Rated Product Directory then use the Initial Reflectance value from the same directory and use the equation  $(0.2 + 0.7(p_{\text{initial}} - 0.2))$  to obtain a calculated aged value. Where  $p$  is the Initial Solar Reflectance.
4. Check box if the Aged Reflectance is a calculated value using the equation above.

To apply Liquid Field Applied Coatings, the coating must be applied across the entire roof surface and meet the dry mil thickness or coverage recommended by the coatings manufacturer and meet minimum performance requirements listed in §118(i)4. Select the applicable coating:

☐ Aluminum-Pigmented Asphalt Roof Coating ☐ Cement-Based Roof Coating ☐ Other \_\_\_\_\_

**DECLARATION STATEMENT**

- I certify under penalty of perjury, under the laws of the State of California, the information provided on this form is true and correct.
- I am eligible under Division 3 of the Business and Professions Code to accept responsibility for construction, or an authorized representative of the person responsible for construction (responsible person).
- I certify that the installed features, materials, components, or manufactured devices identified on this certificate (the installation) conforms to all applicable codes and regulations, and the installation is consistent with the plans and specifications approved by the enforcement agency.
- I reviewed a copy of the Certificate of Compliance (CF-1R) form approved by the enforcement agency that identifies the specific requirements for the installation. I certify that the requirements detailed on the CF-1R that apply to the installation have been met.
- I will ensure that a completed, signed copy of this Installation Certificate shall be posted, or made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a signed copy of this Installation Certificate is required to be included with the documentation the builder provides to the building owner at occupancy.

Company Name: (Installing Subcontractor or General Contractor or Builder/Owner)

Responsible Person's Name:

Responsible Person's Signature:

CSLB License:

Date Signed:

Position With Company (Title):



|                                                                   |              |                         |
|-------------------------------------------------------------------|--------------|-------------------------|
| <b>Prescriptive Certificate of Compliance: Residential Reroof</b> |              | <b>CF-1R-ALT-ReRoof</b> |
| Project Address:                                                  | Climate Zone | Permit #                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ROOFING PRODUCTS (COOL ROOFS) §151(f)12</b><br><b>When the area of exterior roof surface to be replaced exceeds 50% of the existing roof area, or 1,000 ft<sup>2</sup>, whichever is less, the new roofing area must meet the roofing product "Cool Roof" requirements of §152(b)1Hi, 152(b)1Hii, or 152(b)1Hiii.</b><br>Check applicable alternative or exception below if the roof alteration is exempt from the roofing product "Cool Roof" requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> Cool roofs <u>not</u> required in Climate Zones 1-12, 14, and 16 with a low sloped roof pitch (less or 2:12 pitch).</li> <li><input type="checkbox"/> Cool roofs <u>not</u> required in Climate Zones 1-9, and 16 with a steep-sloped roofs (greater pitch than 2:12) and product weight less than 5lb/ft<sup>2</sup>.</li> </ul> <b>Alternatives to §152(b)1Hi and §152(b)Hii, Steep-slope roof (pitch &gt; 2:12)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Insulation with a thermal resistance of at least 0.85 hr·ft<sup>2</sup>·°F/Btu or at least a 3/4 inch air-space is added to the roof deck over an attic; or</li> <li><input type="checkbox"/> Existing ducts in the attic are insulated and sealed according to §151(f)10; or</li> <li><input type="checkbox"/> In climate zones 10, 12 and 13, with 1 ft<sup>2</sup> of free ventilation area of attic ventilation for every 150 ft<sup>2</sup> of attic floor area, and where at least 30 percent of the free ventilation area is within 2 feet vertical distance of the roof ridge; or</li> <li><input type="checkbox"/> Building has at least R-30 ceiling insulation; or</li> <li><input type="checkbox"/> Building has radiant barrier in the attic meeting the requirements of §151(f)2; or</li> <li><input type="checkbox"/> Building has no ducts in the attic; or</li> <li><input type="checkbox"/> In climate zones 10, 11, 13 and 14, R-3 or greater roof deck insulation above vented attic.</li> </ul> <b>Exception to §152(b)1Hiii, Low-slope roof (pitch ≤ 2:12)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building has no ducts in the attic.</li> </ul> <b>Other Exceptions</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Roofing area is covered by building integrated; photovoltaic panels and solar thermal panels are exempt from the Cool Roof criteria.</li> <li><input type="checkbox"/> Roof constructions that have thermal mass over the roof membrane with at least 25 lb/ft<sup>2</sup> are exempt from the Cool Roof criteria.</li> </ul> |
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**NOTE:** If any one of the alternatives or exception is checked the Aged Solar Reflectance and Thermal Emittance requirements for roofing products in §118(i) are not applicable. Do not fill table below.

| CRRRC Product ID Number <sup>1</sup> | Roof Slope<br>≤ 2:12     | Roof Slope<br>> 2:12     | Product Weight<br>< 5lb/ft <sup>2</sup> | Product Weight<br>≥ 5lb/ft <sup>2</sup> | Product Type <sup>2</sup> | Aged Solar Reflectance <sup>3,4</sup> | Thermal Emittance | SRI <sup>5</sup> |
|--------------------------------------|--------------------------|--------------------------|-----------------------------------------|-----------------------------------------|---------------------------|---------------------------------------|-------------------|------------------|
|                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                | <input type="checkbox"/>                |                           | <input type="checkbox"/> <sup>4</sup> |                   |                  |
|                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                | <input type="checkbox"/>                |                           | <input type="checkbox"/> <sup>4</sup> |                   |                  |

**Note:** If no CRRRC-1 label is available, this compliance method cannot be used, use the Performance Approach to show compliance.

1. The CRRRC Product ID Number can be obtained from the Cool Roof Rating Council's Rated Product Directory at [www.coolroofs.org/products/search.php](http://www.coolroofs.org/products/search.php)
2. Indicate the type of product is being used for the roof top, i.e. single-ply roof, asphalt roof, metal roof, etc.
3. If the Aged Reflectance is not available in the Cool Roof Rating Council's Rated Product Directory then use the Initial Reflectance value from the same directory and use the equation  $(0.2 + 0.7(p_{initial} - 0.2))$  to obtain a calculated aged value. Where  $p$  is the Initial Solar Reflectance.
4. Check box if the Aged Reflectance is a calculated value using the equation above.
5. Calculate the SRI value by using the SRI Worksheet at <http://www.energy.ca.gov/title24/> and enter the resulting value in the SRI Column above and attach a copy of the SRI Worksheet to the CF-1R.

To apply **Liquid Field Applied Coatings**, the coating must be applied across the entire roof surface and meet the dry mil thickness or coverage recommended by the coatings manufacturer and meet minimum performance requirements listed in §118(i)4. Select the applicable coating:

☐ Aluminum-Pigmented Asphalt Roof Coating    
 ☐ Cement-Based Roof Coating    
 ☐ Other \_\_\_\_\_

**NOTE:** When a Cool Roof is required, the installing contractor shall complete and submit the **CF-6R-ENV-01** for final inspection.

|                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Declaration Statement</b>                                                                                                                                                                                                                                                                                                                                                                                           |            |
| <ul style="list-style-type: none"> <li>I certify under penalty of perjury, under the laws of the State of California, the information provided on this form is accurate and complete.</li> <li>I certify that the energy features and performance specifications identified on this Certificate of Compliance conform to the requirements of Title 24, Parts 1 and 6 of the California Code of Regulations.</li> </ul> |            |
| Name:                                                                                                                                                                                                                                                                                                                                                                                                                  | Signature: |
| Company:                                                                                                                                                                                                                                                                                                                                                                                                               | Date:      |
| Address:                                                                                                                                                                                                                                                                                                                                                                                                               | License:   |
| City/State/Zip:                                                                                                                                                                                                                                                                                                                                                                                                        | Phone:     |

**For assistance or questions regarding the Energy Standards, contact the Energy Hotline at: 1-800-772-3300.**

# Solar PV Re-Roofing Policy (Residential)

## For residences with an existing Solar Photovoltaic (PV) rooftop system

### GENERAL PERMIT REQUIREMENTS

The following requirements apply to any re-roofing project on a residence that has an existing solar photovoltaic system installed on the roof and where such system must be removed and re-installed in order to complete the reroofing project.

- A separate permit will be required for each of the following:
  1. **Re-roof permit**- May include any repair work to the roof framing or other similar work directly related to the re-roof
  2. **Solar PV permit**- Only required for removal and re-installation of the PV system in cases where the system is being modified in any way (as described below)
- A re-roofing permit can only be issued to a licensed C-39 roofing contractor, or issued to an 'owner builder', as allowed by state law. A re-roofing permit may also be issued to a 'B' licensed contractor under certain conditions when part of a larger project.
- Removal and re-installation/modification of the solar PV system must be done by a licensed C-46 solar contractor, C-10 electrical contractor, or "A" or "B" licensed contractor. **A C-39 roofing contractor or homeowner cannot remove and re-install the solar PV system.**
- Before the permit can be issued a 'Homeowner Re-roofing Clearance Form' must be completed and signed by the homeowner (see reverse side of this sheet).

### MODIFICATIONS TO THE PV SYSTEM

Should any modifications to the original PV system be made as part of the removal and re-installation, plans and specifications outlining the changes must be submitted to the Building Department for review. A separate plan review and permit will be required in such cases.

#### **Modifications could include any of the following:**

- Changing the original location or layout of the PV array on the roof
- Adding new panels to the system or enlarging the system in any way
- Upgrading or changing any of the equipment associated with the system including the inverter, the individual modules, or any other components of the original system
- Upgrading the existing electric service panel (service panel upgrades require a separate permit)

### RE-ROOFING CONCURRENT WITH A NEW SOLAR PV INSTALLATION

- In cases where a re-roof is to be done concurrently with a new solar PV installation, a separate permit for each scope of work is required. A C-46 solar contractor is not licensed to do the re-roofing work.

Permit # \_\_\_\_\_  
(CITY STAFF TO COMPLETE)

**City of Escalon  
Building Department**

**Homeowner Re-Roofing Clearance Form**

For a residence with an existing rooftop solar photovoltaic (PV) system

In order to process a permit for a re-roofing project with an existing rooftop solar photovoltaic system, please provide the following information and compliance certification signed by the homeowner.

Property address: \_\_\_\_\_

Homeowner's name: \_\_\_\_\_ Phone: \_\_\_\_\_

The existing solar photovoltaic system installed on my home is:

☐ Owned

☐ Leased

Name of leasing company \_\_\_\_\_

**For leased systems:** it is the homeowner's responsibility to notify the leasing company and make arrangements with them to have the rooftop modules and racking system temporarily removed to allow for the installation of the new roofing. Upon completion of the re-roof the leasing company must re-install the modules in the original location on the roof. Any modification to the original system requires a separate permit.

**For owned systems:** a licensed C-46 solar contractor, C-10 electrical contractor, or "A" or "B" licensed contractor must be employed to remove and re-install the rooftop modules. Modules must be installed in the original location on the roof. Any modification to the original system requires a separate permit.

**Note: A C-39 roofing contractor or homeowner cannot remove and re-install the PV system.**

**COMPLIANCE CERTIFICATION**

As the homeowner of the above residence, I agree to comply with the above requirements for removing and re-installing the existing solar photovoltaic system. I also understand that any modifications to the existing system, including changing the location, adding new modules, or upgrading any of the equipment will require a separate permit from the Building Department.

\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE

**THIS FORM MUST BE COMPLETED BY THE HOMEOWNER AND SUBMITTED TO THE BUILDING DEPARTMENT BEFORE THE PERMIT FOR THE RE-ROOF CAN BE ISSUED.**



**CITY OF ESCALON**  
**STORM WATER POLLUTION**  
**PREVENTION ACKNOWLEDGEMENT**

**THIS SHEET MUST BE INCLUDED WITH ALL BUILDING PERMIT APPLICATIONS**

| Storm Water Pollution Prevention Contact Information                                                                                                                                                                                                                                     |                           |                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact Name:                                                                                                                                                                                                                                                                            |                           |                                                                                                                                                    |
| Contact Phone Number:                                                                                                                                                                                                                                                                    | Project Start Date        | Anticipated Completion Date                                                                                                                        |
| Site Information                                                                                                                                                                                                                                                                         |                           |                                                                                                                                                    |
| Project Square Footage:                                                                                                                                                                                                                                                                  | Assessor's Parcel Number: |                                                                                                                                                    |
| Project Area of Disturbance:                                                                                                                                                                                                                                                             | Type of Construction:     |                                                                                                                                                    |
| Project Address:                                                                                                                                                                                                                                                                         |                           |                                                                                                                                                    |
| Water Quality                                                                                                                                                                                                                                                                            |                           |                                                                                                                                                    |
| Location in Respect to Water Bodies listed on the 303(d) List/305(b) Report:<br><br>All projects within City limits are at least 13 miles from Lone Tree Creek, 32 miles from French Camp Slough, and 33 miles from the San Joaquin River.                                               |                           | Project threat to water quality: (check one)<br><br><input type="checkbox"/> NONE<br><input type="checkbox"/> LOW<br><input type="checkbox"/> HIGH |
| Acknowledgement                                                                                                                                                                                                                                                                          |                           |                                                                                                                                                    |
| All work performed under this permit shall comply the National Pollutant Discharge Elimination System (NPDES) storm water regulations adopted by the US Environmental Protection Agency, and the Phase II Small Municipal Separate Storm Sewer System (MS4) General Permit requirements. |                           |                                                                                                                                                    |
| SIGNATURE:                                                                                                                                                                                                                                                                               |                           | DATE:                                                                                                                                              |
| NAME (PRINT)                                                                                                                                                                                                                                                                             |                           |                                                                                                                                                    |

|                                                                                       |             |
|---------------------------------------------------------------------------------------|-------------|
| <b>OFFICE USE ONLY</b>                                                                |             |
| RECEIVED BY: _____                                                                    | DATE: _____ |
| BUILDING PERMIT NO.: _____                                                            |             |
| [Forward one copy to Public Works Department with approved Building Permit attached.] |             |



## **CITY OF ESCALON**

### **STORM WATER POLLUTION PREVENTION ACKNOWLEDGEMENT**

All construction projects within the City of Escalon are required to comply with the National Pollutant Discharge Elimination System (NPDES) storm water regulations adopted by the US Environmental Protection Agency, and the Phase II Small Municipal Separate Storm Sewer System (MS4) General Permit requirements regardless of size.

#### **PROJECT SIZE = LESS THAN 1 ACRE**

A Storm Water Pollution Prevention Acknowledgment form must be included with your Building Permit Package. Minimum requirements for this size project include implementing, monitoring and maintaining effective Best Management Practices (BMP's). In addition to the City's standard inspection schedule, inspections for compliance shall be conducted once a week during the rainy season and/or pre-rain, and and/or post-rain, and/or complaint driven.

The City shall enforce compliance at all times.

For information on BMP's: [http://www.dot.ca.gov/hq/construc/stormwater/CSBMPPM\\_303\\_Final.pdf](http://www.dot.ca.gov/hq/construc/stormwater/CSBMPPM_303_Final.pdf)

#### **PROJECT SIZE = 1 ACRE (43,560 SQ. FT.) OR MORE**

A Storm Water Pollution Prevention Plan (SWPPP) must be submitted along with your construction plans, for review, if project is disturbing 1 acre or more of land. Multiple projects less than 1 acre but part of a larger development shall be included in this category.

Prior to commencement of construction activities, an Owner/Builder must electronically file the following Permit Registration Documents (PRDs) with the State Water Resources Control Board:

- Notice of Intent
- Risk Assessment
- Site Map
- SWPPP
- Annual Fee
- Signed Certification Statement

To file with the State, log on to <https://smarts.waterboards.ca.gov>

Submit a copy of the NOI & WDID number to the City.

Schedule an Onsite SWPPP Inspection once all BMP's have been installed.

SWPPP inspections will be conducted once a week during the rainy season and/or pre-rain, and and/or post-rain, and/or complaint driven. Twice a month during the dry season or as needed.

Prior to submitting your Notice of Termination (NOT) to the State, the City must perform the final SWPPP inspection and provide a letter stating that the site is in compliance. Copies of the NOT must be sent to the City when obtained.

The City shall enforce SWPPP compliance at all times. Additional information regarding the Storm Water Management Program can be found at:

[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/municipal.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/municipal.shtml)





# City of Escalon

## Examples of Construction Best Management Practices

Construction projects are required to implement stormwater best management practices, as they apply to your project, all year long.

### MATERIALS & WASTE MANAGEMENT

#### Non-Hazardous Materials

- ☐ Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- ☐ Use (but don't overuse) reclaimed water for dust control.

#### Hazardous Materials

- ☐ Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- ☐ Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- ☐ Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ☐ Arrange for appropriate disposal of all hazardous wastes.

#### Waste Management

- ☐ Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- ☐ Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- ☐ Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- ☐ Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- ☐ Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

#### Construction Entrances and Perimeter

- ☐ Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- ☐ Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

### EQUIPMENT MANAGEMENT & SPILL CONTROL

#### Maintenance and Parking

- ☐ Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- ☐ Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- ☐ If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- ☐ If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- ☐ Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

#### Spill Prevention and Control

- ☐ Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- ☐ Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- ☐ Clean up spills or leaks immediately and dispose of cleanup materials properly.
- ☐ Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- ☐ Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- ☐ Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- ☐ Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

## EARTHMOVING

- Schedule grading and excavation work during dry weather.
- Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

### Contaminated Soils

- If any of the following conditions are observed, test for contamination and contract the Regional Water Quality Control Board:
  - Unusual soil conditions, discoloration, or odor.
  - Abandoned underground tanks.
  - Abandoned wells.
  - Buried barrels, debris, or trash.

## PAVING/ASPHALT WORK

- Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- Do not use water to wash down fresh asphalt concrete pavement.

### Sawcutting & Asphalt/Concrete Removal

- Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- If sawcut slurry enters a catch basin, clean it up immediately.

## LANDSCAPING

- Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- Stack bagged material on pallets and under cover.
- Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

## CONCRETE, GROUT & MORTAR APPLICATION

- Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

## PAINTING & PAINT REMOVAL

### Painting Cleanup and Removal

- Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
- For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
- Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state certified contractor.

## DEWATERING

- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant.
- Divert run-on water from offsite away from all disturbed areas.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin tank, or sediment trap may be required.
- In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

**For additional information on best management practices:**  
**[http://www.dot.ca.gov/hq/construc/stormwater/CSBMPM\\_303\\_Final.pdf](http://www.dot.ca.gov/hq/construc/stormwater/CSBMPM_303_Final.pdf)**

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF  
GENERALSERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-menu/](http://www.cdda.ca.gov/resources-menu/)

### CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### **Disabled Access Credit for Eligible Small Businesses**

**FEDERAL TAX CREDIT**—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

**STATE TAX CREDIT**—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### **Architectural and Transportation Barrier Removal Deduction**

**FEDERAL TAX DEDUCTION**—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

#### **California Capital Access Financing Program**

**STATE FINANCE OPTION**—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcf/cap/](http://www.treasurer.ca.gov/cpcf/cap/).

### FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

**AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)** —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

**CALIFORNIA BUILDING CODE (CBC)**—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).





# CITY OF ESCALON

## DEVELOPMENT SERVICES

2060 McHenry Avenue • Escalon, California 95320 • Office 209.691.7430 Fax 209.691.7439 • Email [dtrejo@cityofescalon.org](mailto:dtrejo@cityofescalon.org)

### INSPECTIONS

Re-roofing inspections shall be as follows, unless otherwise authorized or required by the building inspector:

- A. **PRE-ROOFING OR TEAR-OFF INSPECTION:** To be performed after the removal of old roofing material, and before any sheathing is covered, or in the case of an overlay, before any roof covering is installed. The inspector shall check the structural integrity of the existing roof construction. If the new roofing is to be overlaid on the existing material, the inspector shall verify that the application will not exceed the limitations specified in the 2016 CBC, Chapter 15, Section 1510.3
- B. **SHEATHING INSPECTION:** To be performed after new sheathing is installed but before it is covered up by roofing material. (This inspection is not required for an overlay project)
- C. **FINAL ROOFING INSPECTION:** The inspector shall verify that the material is installed in accordance with the applicable code provisions and the terms of the listing. The inspector shall verify that the roof covering is a minimum Class B material. Other items checked at this time shall include fasteners, flashings, vents and drains.



# Smoke & Carbon Monoxide Alarms

## Code Requirement

### -Residential Smoke & Carbon Monoxide Alarms for existing dwellings-

State Building Code Requirement effective **January 1, 2011**

2016 California Residential Code section **R314 & R315**

Where a permit is required for alterations, repairs or additions exceeding \$1000 in valuation, **including exterior work, i.e. roofing, HVAC change-outs, windows, etc.** existing dwelling or sleeping units that have attached garages or fuel burning appliances including fireplaces shall be provide with a carbon monoxide alarm.

Carbon monoxide alarms shall be installed in the following locations:

1. Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s).
2. On every level of a dwelling unit including basements.
3. Bedrooms with gas appliances (fireplaces).

Smoke alarms shall be installed in the following locations:

1. In every bedroom
2. Outside each separate dwelling unit sleeping area; (hallways)
3. On every level of the dwelling unit including basements.

**Power supply.** The smoke & carbon monoxide alarms shall receive their primary power from the building wiring and shall be equipped with a battery back-up.

Exception: In existing dwelling units the alarms are permitted to be solely battery operated where repairs or alteration do not result in the removal or wall and ceiling finishes or there is no access by means of attic basement or crawl space.

**Interconnection.** Where more than one smoke & carbon monoxide alarm is required to be installed within the dwelling unit or within a sleeping unit the alarm shall be interconnected in a manner that activation of one alarm shall activate all of the alarms.

Exception: Interconnection is not required in existing dwelling units where repairs do not result in the removal of wall and ceiling finishes, there is no access by means of attic, basement or crawl space.

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**The Building Inspector will verify the installation of the smoke & carbon monoxide alarm(s) during the inspection process.**

**OR**

**Complete and sign under the penalty of perjury the verification form on the reverse side of this notice.**



# CITY OF ESCALON

DEVELOPMENT SERVICES

2060 McHenry Avenue • Escalon, California 95320 • Office 209.691.7430 Fax 209.691.7439

## SMOKE & CARBON MONOXIDE ALARM RETROFIT VERIFICATION

I, \_\_\_\_\_, and I, \_\_\_\_\_,  
(Print Property Owner's Name) (Tenant's Name - if same as Owner write "Same")

who own and/or live in the dwelling located at: \_\_\_\_\_  
(Address)

verify that the smoke & carbon monoxide alarms required by the California Residential Code (CRC) have been installed in the dwelling, in compliance with the code and with the manufacturer's instructions and further that they have been tested and do function properly.

In an effort to enhance life safety within dwellings, CRC Section R314 and R315 require the retrofit of these alarms in existing dwellings when alterations, repairs or additions requiring a permit and exceeding \$1,000 in value are made. Generally, the alarms must be hard wired (110 volt) with battery back-up and all alarms are to be interconnected. If the installation of the alarms will require the removal of wall or ceiling finishes or there is no access by means of attic, basement or crawl space, then alarms may be solely battery operated and not interconnected. Alarms must be installed in **all** of the following locations within the existing dwelling:

- In all bedrooms (Smoke alarms) CO alarms in bedrooms with a gas appliance
- Immediately outside of each separate bedroom area.
- In each story level of the dwelling, including basements and habitable attic rooms.

***I have read and understand the above requirements and affirm by my signature, that all required alarms mentioned above have been properly installed and tested. (Both signature lines below must be completed).***

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant

(If same as Owner - write "Same")

\_\_\_\_\_  
Date

### ATTENTION OWNER - OCCUPANT:

***This is a Voluntary Smoke & Carbon Monoxide Alarm verification procedure. If you prefer a Building Inspector to perform the verification, you must arrange to have an adult present at the time of inspection.***

# NOTICE

## STATE LAW REQUIREMENT



**Important information you need to know BEFORE pulling your permit!**

**The term “Owner-Builder” can mean three different things:  
“Owner as Worker”, “Owner as Contractor” or “Owner as Employer”**

**Understand each has Benefits or Risks, and it is possible to combine them!**

**Hiring a California Licensed Contractor** means you do not personally perform any of the construction work, the permit is not taken out in your name, you are not personally responsible for the construction and you are *not* an Owner/Builder. Instead, you become a “Customer” and California law provides you the benefit of protection from poor workmanship, failure to finish the job and financial risk due to worker injury.

**Benefit/Risk:** Highest Benefits and the Least amount of Risk

**Owner-as-Worker** is a type of Owner-Builder where you *personally perform* the construction work, the permit is taken out in your name and you are *personally responsible* for the construction management, knowledge, workmanship, and completion of the job. You benefit by not paying others to perform this work for you and your risk depends on your own ability to complete the job successfully.

**Benefit/Risk:** Possible Benefit with Low Financial Risk

**Owner-as-Contractor** is a type of Owner-Builder where you personally act as your own General Contractor, the permit is taken out in your name and you hire California licensed sub-contractors to perform portions of the construction work. **WARNING:** The benefit of protection provided by law when you hire only California licensed sub-contractors can turn to serious financial risk if you hire *unlicensed* contractors to perform *any* of the work.

**Benefit/Risk:** Possible Benefit and Significant Financial Risk

**Owner-as-Employer** is a type of Owner-Builder where you pay *any* unlicensed individual to perform *any* construction work valued at more than \$500.00, the permit is taken out in your name and you are personally responsible for their employment requirements, supervision, performance, safety and welfare while on your property. **WARNING:** Cost savings benefit can turn to serious financial risk if you fail to deduct *payroll taxes* or provide *workers compensation insurance* for each worker.

**Benefit/Risk:** Possible Benefit with Significant Financial Risk



**(Health and Safety Code Section 19827)** The California Legislature declares an “urgent and statewide public interest in assuring” that contractors comply with Contractor’ License Law, Business and Professions Code and Workers’ Compensation Insurance requirements to ensure property owners are informed about, and protected from the following when improving their property as Owner-Builders:

Fraudulent representations ▪ Liability for worker’s injuries ▪ Liability for material and labor costs unpaid by contractors ▪ Licensing requirements ▪ Employers tax liabilities

**Over 20,000 consumer complaints are filed each year.** Many complaints relate to owner/builder projects and include workmanship and workers’ compensation issues Homeowners suffer financial harm due to defective workmanship and injured employees.

**Following are alarming examples of what has occurred with Owner-Builder permits:**

**Example 1:** Homeowner received insurance money to rebuild burned-down home.

- Owner/Builder permit pulled to rebuild structure.
- Unlicensed contractor built substandard structure – must be torn down and replaced.
- Estimated financial injury is \$225,000.
- Additional financial injury – IRS threatened to tax insurance payout if house not completed by the end of the year.

**Example 2:** Brother-in-law had active license but filed an exemption from Workers Comp.

- Owner-Builder hires brother-in-law to install a new roof.
- Employee falls and sustains multiple spinal and extremity fractures as well as a head injury and remains in a coma to this day.
- The Owner-Builder, who has sold the home, is now a defendant in a lawsuit for reimbursement for benefits paid to the injured worker.

**Example 3:** Employee of contractor without Workers Comp is hired by Owner-Builder to install septic system and suffers injury that results in permanent disability.

- The Owner-Builder did not have a homeowner’s insurance policy on the house against which to submit a claim.
- The Owner-Builder is now a defendant in a lawsuit for reimbursement for benefits paid to the injured worker.

**Did you know-** unlicensed persons frequently have the property owner obtain an “Owner-Builder” building permit which erroneously implies that the property owner is providing his or her own labor and material personally?

**Did you know** – your homeowner’s insurance may not provide coverage for injuries sustained on your property by an unlicensed contractor and his/her employees?

**Did you know** – if you are considered an “employer” under state and federal law, you must register with the state and federal government, withhold payroll taxes, provide workers compensation and disability insurance and contribute to unemployment compensation for each “employee”?

**Did you know** – that if you fail to abide by these laws you may be subjected to serious financial risk?

**OWNERS BEWARE AND CONSIDER THE RISK BEFORE ACCEPTING FULL  
RESPONSIBILITY FOR YOUR BUILDING PERMIT**

# Owner-Builder Acknowledgment and Information Verification Form

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## **IMPORTANT NOTICE TO PROPERTY OWNER!**

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at \_\_\_\_\_.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. **We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated on application.** An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

## **OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION**

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

\_\_\_\_\_ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

\_\_\_\_\_ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

\_\_\_\_\_ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

\_\_\_\_\_ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

\_\_\_\_\_ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

\_\_\_\_\_ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

\_\_\_\_\_ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless *all* work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

\_\_\_\_\_ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

\_\_\_\_ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or [www.cslb.ca.gov](http://www.cslb.ca.gov) for more information about licensed contractors.

\_\_\_\_ 10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

\_\_\_\_\_

\_\_\_\_ 11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

\_\_\_\_ 12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

**Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.**

Signature of property owner \_\_\_\_\_ Date: \_\_\_\_\_

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*Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.*

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my Project.

Scope of Construction Project (or Description of Work): \_\_\_\_\_

Project Location or Address: \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address of Authorized Agent: \_\_\_\_\_

*I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.*

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_