



TOWN OF LOOMIS
COMMUNITY DEVELOPMENT DEPARTMENT
3665 Taylor Road | Loomis, CA 95650
Phone: (916) 652-1840

Permit #

OWNER-BUILDER PERMIT APPLICATION

Updated July 24, 2026

A. BUILDING PROJECT/PROPERTY INFORMATION

Date Received by Staff: _____

Property Address: _____ APN: _____ - _____ -000

Property Owner: _____ Phone: _____

Licensed Design Professional (Arch./ Engr.): _____ License #: _____

Phone: _____ Mailing Address: _____

Use: ☐ Residential ☐ Commercial (Business Name/Tenant: _____ Ste #: _____)

Year of Original Construction of Residence/Commercial Building (YYYY): _____

Type of Permit: ☐ Building ☐ Demo ☐ Electrical/ Mechanical/ Plumbing ☐ Pool and/or Spa ☐ Other

Scope of Work Description (include SF of new structures/additions/etc., include final bedroom and bathroom count):

Total construction valuation, including any permanent equipment and labor: \$ _____

REQUIRED APPROVALS – THIS SECTION TO BE COMPLETED BY TOWN STAFF ONLY					
☐ Building Department/ Bureau Veritas	☐ Planning Department		☐ Engineering Department		
☐ R3 Consulting Group	☐ Placer County Environmental Health		☐ South Placer Municipal District		
☐ Placer County Water Agency	☐ Fire Department		☐ LUSD/ PUHSD (School Districts)		
	☐ HELIX Environmental Planning, Inc.				
Department Approval	Signature		Date of Approval	Final Inspection Needed?	
Engineering					
Planning					
PCEH or PCWA					
SPMUD					
Fire					
Waste Diversion					
Building					
Building Permit Fees	Fee	Category	Fee	Category	Fee
BPLCK (DEPOSIT)	\$	BGRAD	\$	BSFEE	\$
BPLCK	\$	BMECH	\$	BPAPP	\$
BPRMT	\$	BPLMB	\$	GPMF	\$
BSMIP	\$	BELECT	\$	TECH	\$
Total Fees Due	\$	BENER	\$	DEV FEES	\$

TOTAL PAID: \$ _____

Date Paid: _____

Payment Method: ☐ Cash/Card/Online Portal

Ref #: _____

☐ Check #: _____

Rec #: _____

DATE PERMIT ISSUED:

Issued By: _____

B. OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 [commencing with Section 7000] of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

Mark one of the three options below and complete signature at the end of this section:

- ☐ I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale).
- ☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law).
- ☐ I am exempt from licensure under the CSL Law for the following reason written below:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent* Signature

**Requires separate authorization form*

Date

C. WORKERS' COMPENSATION DELCARATION

Mark one of the three options below and complete signature at the end of this section:

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 # _____

- ☐ 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:

Carrier: _____ Policy #: _____ Expiration Date: _____

Name of 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.

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.

Property Owner or Authorized Agent* Signature

**Requires separate authorization form*

Date

D. DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender Name: _____ Branch Designation: _____

Lender Address: _____ State: _____ Zip Code: _____

E. APPLICANT IDENTIFICATION INFORMATION AND DECLARATION

Applicant Name: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Applicant's** Email: _____

Property Owner's** Email: _____

**** A valid email address is required for both the applicant and property owner. All project communications will be sent electronically to the email addresses provided.**

By my signature below, I certify, under penalty of perjury, to each of the following:

- I am the property owner or am authorized to act on the property owner's behalf*.
- I have read the entirety of this application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Property Owner or Authorized Agent* Signature

**Requires separate authorization form*

Date

F. PERMIT-RELATED INFORMATION

Please read the following information and sign the next page

Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned if work hasn't commenced within 180 days, calculated after the date of filing, unless such an application has been pursued in good faith, or a permit has been issued. The Building Official may extend the time for action for a period not exceeding 90 days upon written request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken.

Any application not issued prior to the effective date of any new law, statute, provision, ordinance, or any revision or update to the same, that directly or indirectly applies to code regulation and enforcement, will be deemed void, and a new application shall be made, and new fees shall be calculated and collected at the rates currently in effect at the time of the new application.

Permit Expiration. Every permit issued by the Building Official under the provisions of the Technical Codes shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 365 days of permit issuance, and/or completed within the prescribed time frame, as determined in Table 105. Permits where no inspection activity has occurred for a period of 180 days, and the permit has been determined to be abandoned, may be expired administratively if no attempt is made by the permittee to retain the permit's open status.

Before work can be recommended, the expired permit shall be renewed. The minimum fee for renewal will be calculated as one hour of inspection time, plus one hour of administrative work time, multiplied by the current labor rate for the appropriate positions. The maximum renewal fee will not exceed the full permit fee cost, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded 180 days, as prescribed by California Health & Safety Code 18938.6.

Permits deemed to have been expired, suspended or abandoned shall be subject to all permit-related fee increases, and new fees and code requirements currently in effect at the time of permit renewal as applicable, subject to the discretion of the Building Official.

All permits will become null and void ("closed") 180 days after the prescribed expiration date as described in Table 105.

The Building Official may extend the time for action by the permittee upon written request showing that circumstances beyond the control of the permittee have prevented action from being taken. Extensions may be granted in no more than 180 days increments.

Permit Description and Type	Expiration for Plan Approval and Permit Issuance
<i>New Residential Custom Homes</i>	180 days from plan approval; 365 days from issuance of permit; 365 Days to pass Final Inspection
<i>Residential Alteration, Remodel</i>	180 days from plan approval; 365 days from issuance of permit; 365 Days to pass Final Inspection
<i>Residential Accessory Structures</i>	180 days from plan approval; 365 days from issuance of permit; 365 Days to pass Final Inspection
<i>Residential Incidental Permits (re-roof, interiordemolition, etc.)</i>	180 days from plan approval; 365 days from issuance of permit; 365 Days to pass Final Inspection
<i>Residential Exterior Demolition – Full Structure</i>	180 days from plan approval; 365 days from issuance of permit; 365 Days to pass Final Inspection
<i>Residential Pool and/or Spa</i>	180 days from plan approval; 365 days from issuance of permit; 365 Days to pass Final Inspection

Placement of Permit. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder shall have posted the building permit in a highly visible location on the job site to allow the Building Official to conveniently make the required entries thereon regarding inspection of the work. The permit application, or a copy, and all correction notices must be kept with the building permit. This permit shall be maintained and made available by the permit holder until completion of the work and final approval has been granted by the Building Official.

Refunds. The Building Official may authorize the refunding of any fee paid here under that was erroneously paid or collected. The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant no later than 180 days after the date of fee payment.

HOA/ Subdivision Design Review Committee. Building permit approval and issuance does not constitute Homeowner's Association or a subdivisions' Design Review Committee approval. It is the applicant's responsibility to contact the necessary association to obtain project approval prior to work beginning.

Allowable Construction Hours	
Monday through Friday	7:00 AM – 7:00 PM
Saturday	8:00 AM – 7:00 PM
Sunday & National Holidays	Only allowed with permission. Written requests may be submitted to the Planning Division.

CALIFORNIA BUILDING CODE / CALIFORNIA RESIDENTIAL CODE

CBC Section 105.6 / CRC Section R105.6- Suspension or Revocation - The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

CRC Section R105.8. Responsibility. It shall be the duty of every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical or plumbing systems, for which this code is applicable, to comply with this code.

CRC Section R108.6 - Work Commencing Before Permit Issuance - Any person who commences any work requiring a permit on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority that shall be in addition to the required permit fees.

Property Owner or Authorized Agent* Signature

**Requires separate authorization form*

Date