



CITY OF ESCALON

DEVELOPMENT SERVICES

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

Building Permit Application

Project Information

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

Parcel # _____ - _____ - _____ Building Sq.Ft: _____ Garage Sq.Ft: _____

Project Valuation (to include all labor & materials): \$ _____

Building Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential	<input type="checkbox"/> Other
Construction Type:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Other
Permit Type:	<input type="checkbox"/> Building	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical

Detailed Description of 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: _____

Department Use Only: Approval Required from Planning Department

Setbacks: Front: _____ Side: _____ Rear: _____

Comments: _____

Approved by: _____ Date: _____

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: _____

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 _____



**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: 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) <input type="checkbox"/> NONE <input type="checkbox"/> LOW <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)		

OFFICE USE ONLY	
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

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



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

Smoke & Carbon Monoxide Alarms

Code Requirement

-Residential Smoke & Carbon Monoxide Alarms for existing dwellings-

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

2010 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.

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.



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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 Risk, 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 Contractors’ 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

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 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: _____

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: _____



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Building Permit Submittal Chart

This chart represents the minimum number of submittals that are normally required at the time of submitting the permit application. Boxes marked “R” are items that may be requested by Development Services.

	New Single Family Dwelling	New Multi-Family Dwelling	New Commercial	Commercial Tenant Improvement	Pool	Residential/ Commercial Addition	Residential/ Commercial Remodel/ Repair	Miscellaneous Structure	Master Plan Check
Building Permit Application	1	1	1	1	1	1	1	1	1
Complete Plans	3	3	3	3	3	3	3	3	3
Site Plan	3	3	3	3	3	3	3	3	3
Structural Detail & Calculations	3	3	3	3	3	3	3	3	3
Energy Calculations	3	3	3	3	R	3	3	R	3
Truss Calculations	3	3	3	R	R	3	3	R	3
Electric Load Calculations	3	3	3	3	R	3	R	R	3
Grading / Drainage Plans	3	3	3	R	3	3	R	3	3
Civil / Site Improvement Plans	3	3	3	R	R	3	R	R	R
Soil Report	3	3	3	R	R	3	R	R	3
Waste Reduction Program Form*	1	1	1	1	1	1	1	1	1
School Fee Certificate of Compliance	1	1	1	1	R	R	R	R	R
Owner-Builder Verification Form	1	1	R	R	1	1	1	1	R
Fire Systems & Alarms	3	3	3	R	R	3	3	R	3

- Plans and calculations shall have the designer’s “WET” stamp
- Plan check deposits are required at the time of submittal on new single and multi-family residences, new commercial buildings, and tenant improvements. Please call 209-691-7430 for deposit amount.
- If the project involves a food establishment or food handling (i.e.: food preparation, prepackaged foods or food service), also contact the San Joaquin Environmental Health Department at 209-468-3420 to determine if a Health Department permit is required.

* Waste Reduction Form is only required if project value exceeds \$250,000 or if project exceeds 5,000 sq.ft.