



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION

APPLICATION NUMBER:

APPLICATION FOR BUILDING PERMIT

Please fill out all fields below – Print legibly in blue or black ink – This is a 2-sided form

PROJECT STREET ADDRESS:	CITY/LOCALITY:	ZIP CODE:	UNIT/SUITE#
ASSESSOR'S PARCEL NUMBER: _____	CROSS STREET: _____		

APPLICANT INFORMATION (Check all that apply)

NAME (FIRST/LAST):	STREET ADDRESS:	CITY/LOCALITY:	ZIPCODE:	
PHONE NUMBER: _____	EMAIL ADDRESS: _____			
<input type="checkbox"/> Owner	<input type="checkbox"/> Owner's Agent	<input type="checkbox"/> Owner/Builder (see Page 2)	<input type="checkbox"/> Contractor	<input type="checkbox"/> Contractor's Agent
<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer	<input type="checkbox"/> Developer	<input type="checkbox"/> Tenant	

PROPERTY OWNER'S INFORMATION

NAME (FIRST/LAST):	STREET ADDRESS:	CITY/ZIP:	PHONE # _____
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CONTRACTOR'S INFORMATION

COMPANY NAME:	STREET ADDRESS:	CITY/ZIP:	PHONE # _____	
LICENSE #	LICENSE CLASS:	WORKER'S COMP. CARRIER	POLICY #:	EXP. DATE

ARCHITECT / ENGINEER'S INFORMATION

NAME (FIRST/LAST):	STREET ADDRESS:	CITY/ZIP:	PHONE # _____
LICENSE #	EXP. DATE		

WORK DESCRIPTION

BRIEFLY DESCRIBE THE SCOPE OF WORK:			PROPOSED USE:	
			OCCUPANCY GROUP:	
			TYPE OF CONSTRUCTION:	
NEW/ADDITION AREA:	EXISTING AREA:	T.I./REMODEL AREA		# OF STORIES:
GARAGE AREA:	DECK/ ACCESSORY AREA:	RETAINING WALL LENGTH & HEIGHT:	PROJECT VALUATION:	

DOCUMENT CHECKLIST: (Specify number of each submitted)

____ SETS OF PLANS	____ SETS OF STRUCTURAL CALCS
____ SETS OF ENERGY CALCS	____ SETS OF MECHANICAL PLANS
____ NUMBER OF SOILS REPORTS ____ ON CD	____ SETS OF PLUMBING PLANS
	____ SETS OF ELECTRICAL PLANS

ACKNOWLEDGEMENT FORM

AS APPLICANT OF THIS PROJECT, I UNDERSTAND THAT:

1. Required agency approvals, as indicated on the attached Agency Referral Form, will be required before plan can be approved for permit issuance.
2. After the first plan check review, an additional plan check review fee may be incurred if plans are revised due to agency requirements or due to changes, omissions, or errors on the part of the applicant.
3. Plan check review fees will not be refunded once plan check review has commenced or if required agency approvals cannot be obtained.

HOWEVER, I CHOOSE TO SUBMIT THE PLANS FOR BUILDING PLAN CHECK REVIEW BEFORE OBTAINING APPROVALS FROM THE REQUIRED AGENCIES, SUCH AS: DEPARTMENT OF REGIONAL PLANNING, FIRE DEPARTMENT, HEALTH DEPARTMENT, ETC.

APPLICANT/OWNER SIGNATURE:	DATE:
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OWNER-BUILDER ACKNOWLEDGEMENT AND INFORMATION VERIFICATION FORM (IF APPLICABLE)

Please 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 California 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 and person(s), other than California licensed Contractors(s), and the total value of my construction is more than 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 registered with the State and Federal government, withhold payroll taxes, provided 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 address listed on this application.
- ____ 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.

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.