

INSTRUCTIONS: Complete Part 1 and applicable portions of Part 2, Part 3 and Part 4.



City of Sonoma

#1 The Plaza
Sonoma, CA 95476

Building Department

BUILDING PERMIT APPLICATION

Phone: (707) 938-3681
Fax: (707) 938-8775

BUILDING PERMIT

Application Date

Date Issued

PART 1

Job Address		Lot/Suite #	
Subdivision/Building Name		APN #	
Property Owner			
Mailing Address			
City	State	Zip	Phone
Contractor			
Mailing Address			
City	State	Zip	Phone
Contractor Lic. No.	Class	Fax	
Contractor E-Mail Address			
<input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Designer Name			
Mailing Address			
City	State	Zip	Phone
CA State Lic. No.	Fax		
Architect / Engineer E-Mail Address			

Application Checklist *(For Dept. Use Only)*

	Req'd.	Exempt	Checked by
Owner/Builder Info	<input type="checkbox"/>	<input type="checkbox"/>	_____
Workers Comp.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Business License	<input type="checkbox"/>	<input type="checkbox"/>	_____
BAAQMD Notification	<input type="checkbox"/>	<input type="checkbox"/>	_____
School Fee	<input type="checkbox"/>	<input type="checkbox"/>	_____
Public Impr. Agreement	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sanitation Clearance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Health Dept. Clearance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grade / Soils Certification	<input type="checkbox"/>	<input type="checkbox"/>	_____
Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	_____
SWPPP	<input type="checkbox"/>	<input type="checkbox"/>	_____
Flood Elevation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	_____
Statement of Special Inspection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Disproportionate Cost Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
CALGreen Documentation	<input type="checkbox"/>	<input type="checkbox"/>	_____

Project Description (Provide description of all proposed work.)

Applicant Estimated Project Cost: \$ _____

New Floor Area		Alteration Area	
Garage / Encl. Accessory Area		Covered Carport / Porch Area	
New Bedrooms	Stories	New Dwelling Units	
Construction Type	Occupancy Type	Max. Occupancy Load	
<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Septic System	<input type="checkbox"/> N/A - No Plumbing	

Check all that apply

<input type="checkbox"/> Building	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Grading
<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition
<input type="checkbox"/> S.F.D.	<input type="checkbox"/> A.D.U.	<input type="checkbox"/> Duplex	<input type="checkbox"/> Apt. or Condo	<input type="checkbox"/> P.U.D.
<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Accessory	<input type="checkbox"/> Pool	<input type="checkbox"/> Reroof
<input type="checkbox"/> Solar PV	<input type="checkbox"/> Other _____			

Planning Dept. Approval Verification

Planning Dept. Approval obtained Yes Not Req'd.

By _____ Date _____

Zoning _____ Overlay _____

Planning Dept. Inspection required Yes No

Fire Dept. Approval Verification

Fire Dept. Approval obtained Yes Not Req'd.

By _____ Date _____

Fire Sprinkler System required Yes No

Fire Dept. Inspection required Yes No

P.W. Dept. Approval Verification

P.W. Dept. Approval obtained Yes Not Req'd.

By _____ Date _____

P.W. Dept. Inspection required Yes No

By my signature below, I certify to each of the following: I am the property owner or authorized to act on the property owner's behalf. I have read all four (4) pages of this application as applicable and the information I have provided is true and 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. I further agree to save, indemnify, and hold harmless the City of Sonoma and its employees against liabilities, judgments, costs and expenses which may accrue against the City or its employees in consequence of the granting of this permit and will pay all expenses, including attorney's fees in connection therewith. The undersigned applicant hereby agrees to pay all required fees in connection with this permit.

Permit Valuation: \$

Total Permit Fee: \$ _____

Less Deposit: (\$ _____)

Balance Due: \$ _____

Signature of Property Owner, Contractor or Authorized Agent _____ Date _____

Applicant Signature (party submitting application if not Owner or Contractor) _____ Date _____

Print Applicant's Name _____ **Phone** _____

Permit Validation

By _____ Date _____

This permit application expires 180 days from the date of application if not issued. Issued permits expire if work is not commenced within 12 months from the date of issuance. Permits also expire if work has commenced and is suspended or abandoned (no inspections) for more than 180 days.

Final Insp. / Use / Occupancy Approval

By _____ Date _____

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PART 2 - DECLARATIONS

ASBESTOS / DEMOLITION / HAZARDOUS MATERIALS

- ❶ Is the proposed work a renovation project where the amount of materials containing Regulated Asbestos Containing Material (friable asbestos) exceeds 100 linear feet or 100 square feet? Yes No
- ❷ Is the proposed work a structural demolition where the intent is to demolish the entire structure? Yes No
- ❸ Will the proposed work or intended occupancy use or generate chemicals, lead dust, air contaminants or toxic substances? Indicating Yes acknowledges that you will comply with the requirements of CA H&S Code Sections 25505, 25533 and 25534 and the EPA Lead-Based Paint Renovation, Repair and Painting Rule. Yes No

LICENSED CONTRACTOR'S 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 Professions Code, and my license is in full force and effect.

x _____
Signature of Contractor Date

OWNER-BUILDER DECLARATION *(also complete Part 3 on Page 3)*

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).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of the work or portions of the work, and the structure is not intended or offered for sale (Sec. 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 does the work himself or herself or through his or her own employees, 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 he or she did not build or improve for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 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 contractor(s) licensed pursuant to the Contractors' State License Law.).

I am exempt from licensure for the following reason:

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>.

x _____
Signature of Owner or Authorized Agent Date

WORKERS' COMPENSATION DECLARATION *(Must check one box)*

WORKERS' COMPENSATION DECLARATION 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.

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 No. _____

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 are:

Carrier _____ Policy No. _____ Exp. 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.

x _____
Signature of Applicant Date

CONSTRUCTION LENDING AGENCY *(If a construction loan is used)*

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 (Sec. 3097, Civ. Code.).

Lender's Name _____

Lender's Address _____

AUTHORIZATION OF AGENT TO ACT ON OWNER'S BEHALF

(Owner-Builder Permits Only)

I have read this permit application and the Notice to Property Owner (see Page 3) and 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 this project.

Name of Authorized Agent: _____

Address of Authorized Agent: _____

Phone Number 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.

x _____
Signature of Property Owner Date

Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency may be required to be presented when the permit is issued to verify the property owner's signature.



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PART 3 - OWNER-BUILDER ACKNOWLEDGEMENT

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 as "Job Address" on Page 1 of this application.

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 above. The City will allow an agent of the owner to execute the acknowledgements below only if you, the property owner, have read this Notice to Property Owner and have authorized the the agent to act on your behalf as provided on Page 2 of this application.

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 or the owner's authorized agent and returned to the Building Department. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the City may be required to be presented when the permit is issued to verify the property owner's signature.

x

Signature of Property Owner (or Owner's Authorized Agent as shown on Page 2)

Date



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PART 4 - AGREEMENT TO CONSTRUCT NECESSARY PUBLIC IMPROVEMENTS

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Chapter 12.14 of the Sonoma Municipal Code requires the construction of public improvements or the reconstruction of damaged public improvements including curbs, gutters, sidewalks, street construction and storm drainage installation, and the granting of necessary rights-of-way and easements in conjunction with building construction requiring building permits with a total valuation over \$50,000, within any two-year period. Permits consisting solely of reroofing, ADA upgrades, thermal solar water heaters, solar photovoltaic electrical systems, energy storage systems, electric vehicle charging stations, or emergency standby generator installations are exempt from this requirement. (Ord. 07-2021)

It has been determined that the valuation of the proposed construction or the combined valuation of this and other improvement projects for the property, for which a building permit application has been submitted, exceeds \$50,000 valuation and you are therefore required to make all necessary public improvements, as determined by the City Engineer, in conjunction with this building permit. To determine the extent of the required improvements prior to signing this agreement or obtaining this permit, contact the the City of Sonoma Public Works Department at (707) 938-3681 and ask for a public works inspection and determination of required public improvements for your property.

Prior to performing any public improvement work, an encroachment permit shall first be obtained from the City of Sonoma at City Hall.

I hereby agree to construct all necessary public improvements at the above specified project address as required by Chapter 12.14 of the Sonoma Municipal Code prior to final inspection by the City of Sonoma Building Department. I understand that final building permit approval will not be issued until all public improvements have been constructed or repaired and approved by the Sonoma Public Works Department.

Property Owner's Name (Please Print)

x _____
Signature of Owner or Owner's Agent

Date

PART 5 - OTHER INFORMATION

When inspections are required

Inspection are required for all construction or work for which a permit is required. All such construction or work shall remain accessible and exposed for inspection purposes until approved by the building inspector. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building inspector.

There shall be a final inspection and approval of all buildings and structures when completed and ready for occupancy and use.

Information required on the job

The Inspection Record Card and the City of Sonoma approved job plans must be on the job site and available to the inspector at all times. No inspection will be performed unless the Inspection Record Card and the "APPROVED" stamped plans are available to the inspector at the time of the inspection.

The Inspection Record Card

The Inspection Record Card is the official job record for all inspection approvals. This card shall be maintained available to the building inspector by the permit holder until final approval has been granted.

"APPROVED" Job Plans

The "APPROVED" stamped job plans and supporting documentation must be maintained available to the inspector at all times. These documents are stamped "Approved for Permit - City of Sonoma Building Department". No modifications to what is shown on the approved plans are allowed unless the modifications are documented by the permit holder and approved by the Building Department prior to the inspection.

Final Inspections

Building Department final inspection approval is required for all permits. It is recommend that all of the applicable signatures be obtained on the Use Approval/Occupancy Permit section of the Inspection Record Card (located at the bottom of the card) prior to scheduling a final inspection with the Building Department.

Use Approval / Occupancy Permits

Prior to using equipment or occupying or using the structure, or portion thereof covered under the permit, a Use Approval/ Occupancy Permit is first required. To obtain a Use Approval/Occupancy Permit you must first have signature approval from all applicable agencies or departments indicated on the Use Approval/Occupancy Permit section of the Inspection Record Card (located at bottom of card).

Temporary Occupancy

Temporary occupancy may be allowed provided that the building inspector finds that no substantial hazard is present and provided that all applicable signature approvals, except the Building Department, on the Use Approval / Occupancy Permit have been signed. All Temporary Occupancy permits are issued in writing.

Expiration of building permits

Building permits expire by limitation and become null and void if the work authorized by such permit is not commenced within 12 months from the date of issuance, or if the work is suspended or abandoned at any time after the work has commenced for a period of 180 days. (For the purposes of this section, work is considered to be suspended or abandoned if no regular inspection has been performed and approved by the Building Department within any 180 day period.)