



EXAMPLE

COUNTY OF RIVERSIDE
Department of Building and Safety
PERMIT APPLICATION

EXAMPLE

Incomplete applications. Applications and plans may not be accepted if the required information below is not provided. The Building and Safety department may void the application and request that a new complete application and plans are submitted before they will proceed with creating a permit.

1. DESCRIBE THE WORK TO BE PERFORMED

"Contractor"

Provide a detailed description of the proposed work:

[Empty box for detailed description of proposed work]

Square Feet: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_ Occupancy Type: \_\_\_\_\_

2. PROJECT LOCATION AND CONTACTS

Date \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER (APN) \_\_\_\_\_ LOT ON SEPTIC YES NO [checked] Applicable ?

SITE ADDRESS \_\_\_\_\_ SUITE NO. \_\_\_\_\_

Street or Road Name

City \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY OWNER NAME \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_
P.O. Box or Street City State ZIP

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

PERMIT APPLICANT NAME OR COMPANY \_\_\_\_\_
(Applicant will be financially responsible for ALL supplemental billings, fees, and refunds for any and all permits per Ordinance 457).

Mailing Address \_\_\_\_\_
P.O. Box or Street City State ZIP

E-mail \_\_\_\_\_ Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

IF APPLICANT IS NOT THE OWNER OR THE CONTRACTOR, please provide authorization form from owner (Page 4)

IF AGENT OF CONTRACTOR IS COMPLETING APPLICATION, please provide authorization form from contractor (Page 4)

CONTRACTOR NAME \_\_\_\_\_ Contractor License No. \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

LICENSED DESIGN PROFESSIONAL:

ARCHITECT OR ENGINEER NAME \_\_\_\_\_ License No. \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**3. IDENTIFY PARTY PERFORMING WORK (Complete either a or b)**

**a – CALIFORNIA LICENSED CONTRACTOR’S DECLARATION**

**THIS PERMIT IS TO BE ISSUED IN THE SAME OF THE LICENSED CONTRACTOR WHO, AS THE PERMIT HOLDER OF RECORD, WILL BE RESPONSIBLE AND LIABLE FOR THE CONSTRUCTION.**

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.

Contractor Name \_\_\_\_\_ Contractor’s License Class & No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**b- OWNER- BUILDER’S DECLARATION**

**THIS PERMIT IS TO BE ISSUED IN THE NAME OF THE OWNER-BUILDER WHO, AS THE PERMIT HOLDER OF RECORD, WILL BE RESPONSIBLE AND LIABLE FOR THE CONSTRUCTION.**

I hereby affirm under penalty of perjury that I am exempt from the Contractor’s State License Law for the reason(s) indicated by the checkmarks(s) I have placed applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that required a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also required 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).), (check one of the following:)

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 Professional 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 Contractors’ State License Law for the following reasons:

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://leginfo.legislature.ca.gov/>.

Property Owner or Authorized Agent Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**4. IDENTIFY WORKERS COMPENSATION COVERAGE (complete by either Owner Builder or Contractor)**

**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.**

**WORKERS’ COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury one of the following declarations: (check one of the following and sign below)

I have and will, maintain a certificate of consent to self-insure workers’ compensation, issued by the Director of Industrial Relations as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.  
Policy Number \_\_\_\_\_

or 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. \_\_\_\_\_ Expiration Date \_\_\_\_\_

or 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 provision of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Owner Builder/ Contractor/ Agent Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Owner Builder shall sign the NOTICE TO PROPERTY OWNER (Pages 5 and 6)**

5. I, the applicant/owner of the property located as noted as project address, acknowledge that I am aware approval from the Planning Department, Land Use, Fire Department, Environmental Health Department, and any other agencies indicated on the department clearances are required prior to the issuance of the building/grading permit. I hereby choose to submit plans for building/grading plan check prior to obtaining the necessary department clearances. Furthermore, I am aware that if the building/grading plans have been reviewed and I cannot obtain the necessary approvals from the other agencies, the charges from Building and Safety Department for review of plans are not refundable. I understand that additional plan check fees may apply if the plans submitted are modified to obtain approvals from other agencies

**6. If your application is subject to Deposit-based Fee, the following applies**

**Section 1. Deposit-based Fees**

**Purpose:** The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit- based Fees" for the costs of reviewing certain applications for land use review and permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional fees, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors. The Applicant and Property Owner are responsible for any supplemental fees necessary to cover any costs which were not covered by the initial deposit.

**Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications**

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County of Riverside. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County of Riverside will not pay interest on deposits. Applicant understands that any delays in making a subsequent deposit from the date of written notice requesting such additional deposit by County of Riverside, may result in the stoppage of work.
- B. Within 15 days of the service by mail of the County of Riverside's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County of Riverside to replenish the deposit. Please note that the processing of the application or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County of Riverside is reimbursed for all costs related to this application or permit. The County of Riverside is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for land use review or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County of Riverside for all costs related to this application or permit; the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County of Riverside. The County of Riverside will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

**Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation and Land Management Agency (TLMA) Permit Assistance Centers if any of the information on application changes.**

**7 . DECLARATION BY PERMIT APPLICANT**

**Please note:** All information provided to this department is "public record" and available upon request. By my signature below, **I certify to each section included on all pages:**

**I am California licensed contractor or property owner authorized to act on the property owner's behalf.** I have read this construction permit application and attest that the information I have provided is correct. I agree to comply with all applicable county ordinances, building codes and state laws relating to building construction. I authorize representatives of Riverside County to enter the above-identified property for inspection purposes.

**When virtual inspections are required, the contractor shall be available at the jobsite during inspections.**

**Property Owner or Authorized Agent or contractor Signature** \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

ID/Driver's License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

**AUTHORIZATION OF AGENT TO ACT ON CONTRACTOR'S BEHALF**

I hereby authorize the following person(s) to act as my agent(s) to apply for, sign all legal documents, and file the documents necessary to obtain a building permit using my California State License number for this project for which I have a signed contract with the owner(s) of the property.

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

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

Name of Authorized Agent: \_\_\_\_\_

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

Phone # of Authorized Agent: \_\_\_\_\_

I declare under penalty of perjury that I have the authority as a qualifying individual of the company listed above to provide this authorization and I personally filled out the above information and certify its accuracy.

Contractor Name (Print): \_\_\_\_\_ CSLB # \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Contact: Phone \_\_\_\_\_ Email \_\_\_\_\_

**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.

I understand my authorized agent is not a licensed contractor. Therefore, I as the owner/builder will act as my own general contractor on the job, and either I or my employees (or subcontractors) will perform the work on this project.

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

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

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.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Email \_\_\_\_\_

Note: \*If the legal owner of the property, or the contractor is a corporation, company, partnership, or LLC, please provide a copy of a legal document attached with this authorization form showing that the individual signing this document is a duly authorized partner, officer, or owner of said corporation, company, partnership, or LLC.



Section only used for  
Owner/Builder permits.

County of Riverside  
Department of Building and Safety

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. 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.

Phone: (951) 955-1800 ● Fax: (951) 955-1806 ● [www.rctlma.org](http://www.rctlma.org)  
4080 Lemon Street ● 9th Floor ● P.O. Box 1629 ● Riverside, CA 92502-162

284-044 (Rev 08-2021)

\_\_\_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.

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

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

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