



Brea Civic & Cultural Center | 1 Civic Center Circle | Brea, California 92821 | [www.cityofbrea.net](http://www.cityofbrea.net)

## BUILDING PERMIT APPLICATION

Project Address:		Job Valuation:	Size (sf):
Project Description: _____ _____ _____			
<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Apartment <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Duplex <input type="checkbox"/> Other: _____			
<b>APPLICANT INFORMATION</b>			
Name:		Email:	Phone:
Address:		City/State:	Zip:
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Developer <input type="checkbox"/> Other: _____			
<b>PROPERTY OWNER INFORMATION</b>			
Name:		Email:	Phone:
Address:		City/State:	Zip:
<b>TENANT INFORMATION</b>			
Name:		Email:	Phone:
Address:		City/State:	Zip:
<b>CONTRACTOR INFORMATION</b>			
Name:		Email:	Phone:
Address:		City/State:	Zip:
State License #:	Class:	Expiration Date:	Business License #:
			Expiration Date:
Workers Comp Carrier:	Policy #:	Exp Date:	
<b>ARCHITECT/ENGINEER INFORMATION</b>			
Name:		Email:	Phone:
Address:		City/State:	Zip:
State License #:	Expiration Date:	Business License #:	Expiration Date:

**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 Professions Code, and my license is in full force and effect.

Applicant or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WORKER'S COMPENSATION DECLARATION:**

I hereby affirm under penalty of perjury to ONE of the following declarations:

- I have and will maintain a certificate of consent to self-insure for worker's compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My Worker's Compensation insurance carrier and policy number are:

Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**WARNING:** Failure to secure worker's 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 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, and agree that if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_

Lender Address: \_\_\_\_\_

**OWNER BUILDER DECLARATION:**

I hereby affirm under penalty of perjury that I am exempt from the Contractor License Law for the following reason (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 Contractor's License Law (Chapter 9, commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom 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 the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: the Contractor's License Law does not apply to an owner of the 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 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 Contractor's 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) license pursuant to the Contractor License Law).

- I am exempt under Section \_\_\_\_\_, Business and Professions Code for this reason:

\_\_\_\_\_

Applicant or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TRUST ACCOUNT OWNER INFORMATION

All project applications require the specified minimum deposit to a Trust Account. Additional funds and/or subsequent deposits may be required depending upon the specified project and level of staff time necessary. All unused funds will be reimbursed following the completion of project and/or review. Staff time devoted to your project will be billed according to our Development Processing Fees. The necessary staff time will vary according to the complexity of the project and may include, initial review and ongoing project processing by City staff including, but not limited to:

- Reviewing plans / submittal packages.
- Routing plans to, and communicating with other city staff and outside agencies.
- Researching documents relative to site history and site visits/inspections.
- Consulting with applicant and other interested parties (e.g. neighbors, adjacent property or business owners) in person or by phone.
- Preparing environmental documents, staff reports, presentations, and resolutions.
- Review of tentative maps and improvement plans by City staff.
- On-site inspections of the project by City staff.
- Consultant services

## STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand that my initial deposit is a retainer and not a fee. This deposit will be used to set up an account, against which fees shall be charged based on the hourly rate listed in the City fee schedule in effect at the time the work is performed. I understand that should the costs exceed the deposit, I will be billed monthly for any additional deposit amount intended to cover future charges. If I fail to pay the fees when due, I understand approximately that the City will stop working on the application. If the final costs are less, the unused portion of the deposit will be returned to me approximately 60 days after the conclusion of the process or final inspection of the completed project, whichever occurs later.

As the trust account owner, I assume full financial responsibility for all costs incurred by the City in processing this application(s).

**BY SIGNING BELOW, I HEREBY CONSENT THAT I UNDERSTAND THE MATTERS AS DESCRIBED ABOVE AND AGREE TO THE TERMS. I HEREBY FURTHER REPRESENT THAT I HAVE AUTHORITY TO BIND MY BUSINESS BY SIGNING ON ITS BEHALF.**

\_\_\_\_\_  
Trust Account Owner's Signature

\_\_\_\_\_  
Trust Account Owner's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trust Account Owner's Email

\_\_\_\_\_  
Trust Account Billing Address

\*\*\* Please note: Name and address will be used to generate invoices and refund checks\*\*\*

## STAFF USE ONLY

RECORD NUMBER: \_\_\_\_\_

TRUST ACCOUNT NUMBER: \_\_\_\_\_