

# PERMIT APPLICATION

PLANNING / BUILDING DEPARTMENT  
COUNTY OF IMPERIAL

<input type="checkbox"/>	BUILDING	<input type="checkbox"/>	NEW RESIDENTIAL	<input type="checkbox"/>	REMODEL RESIDENTIAL
<input type="checkbox"/>	ELECTRICAL	<input type="checkbox"/>	NEW COMMERCIAL	<input type="checkbox"/>	REMODEL COMMERCIAL
<input type="checkbox"/>	PLUMBING	<input type="checkbox"/>	NEW INDUSTRIAL	<input type="checkbox"/>	REMODEL INDUSTRIAL
<input type="checkbox"/>	MECHANICAL	<input type="checkbox"/>	NEW POOL	<input type="checkbox"/>	_____
<input type="checkbox"/>	GRADING	<input type="checkbox"/>	NEW SIGN	<input type="checkbox"/>	_____
<input type="checkbox"/>	DEMOLITION	<input type="checkbox"/>	M.H. UTILITIES	<input type="checkbox"/>	_____

**COMPLETE ALL NUMBERED SPACES! PLEASE TYPE OR PRINT! READ INSTRUCTIONS ON THE BACK!**

<b>1</b>	PROPERTY OWNERS NAME		PHONE NUMBER
<b>2</b>	MAILING ADDRESS		ZIP CODE
<b>3</b>	PROJECT SITE ADDRESS		
<b>4</b>	ASSESSORS PARCEL NO.	LEGAL DESCRIPTION	
<b>5</b>	DESCRIBE INTENDED USE		
<b>6</b>	DESCRIBE (CLEARLY) THE PROPOSED WORK		
<b>7</b>	(ADDITIONAL SPACE FOR LINE 6)		
<b>8</b>	ARCHITECT / ENGINEER	LICENSE NO.	PHONE NUMBER
<b>9</b>	MAILING ADDRESS		ZIP CODE
<b>10</b>	CONTRACTORS NAME	LICENSE NO.	PHONE NUMBER
<b>11</b>	MAILING ADDRESS		ZIP CODE

ZONE	AREA
OCCUPANCY GROUP	
CONSTRUCTION TYPE	
VALUATION	
<b>QTY</b>	<b>FEE</b>
_____ ELECTRICAL PERMIT	_____
_____ MAIN SERVICE ( AMP)	_____
_____ BREAKER-CONTROL DEVICE	_____
_____ SWITCHES / OUTLETS	_____
_____ MOTORS / TRANSFORMERS	_____
_____ OTHER _____	_____
_____ OTHER _____	_____
Sub-Total	
_____ PLUMBING PERMIT	_____
_____ EA. FIXTURE OR TRAP	_____
_____ EA. SEWER CONNECTION	_____
_____ WATER LINE (S)	_____
_____ GAS LINE (S)	_____
_____ WATER HEATER	_____
_____ OTHER _____	_____
_____ OTHER _____	_____
Sub-Total	
_____ MECHANICAL PERMIT	_____
_____ A/C WITH DUCTS ( BTU)	_____
_____ VENTILATION FAN	_____
_____ RANGE HOOD	_____
_____ HEATING SYSTEM	_____
_____ OTHER _____	_____
_____ OTHER _____	_____
Sub-Total	

**WORKER'S COMPENSATION DECLARATION**

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, 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 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 worker's compensation insurance carrier and policy number:

Policy Number \_\_\_\_\_ Carrier \_\_\_\_\_

\_\_\_\_\_ 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 Labor Code, I shall forthwith comply with these provisions.

**12. DATE:** \_\_\_\_\_ **APPLICANT:** \_\_\_\_\_

**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 PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

<b>13</b>	SIGNATURE OF OWNER	<b>14</b>	SIGNATURE OF CONTRACTOR
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S. M. I.	
BUILDING PERMIT	
PLAN CHECK	
ELECTRICAL PERMIT	
PLUMBING PERMIT	
MECHANICAL PERMIT	
GENERAL PLAN	
ZONE REVIEW	
LEGAL SERVICE	
ADMINISTRATIVE	
OTHER	
FIRE MITIGATION	
SHERIFF MITIGATION	

DATA	
ELECTRICAL APP.	
GAS APP.	
FINALED / EXPIRED	
RECEIPT NO.	
DATE ISSUED	

APPROVALS		REQUIRED	
WORKERS COMP. CERT.		PUBLIC WORKS	DATE
SCHOOL FEE(S)		E.H.S. / HEALTH	DATE
		FIRE / O.E.S.	DATE
REJECTED		A. P. C. D. / A. G.	DATE
RESUBMITTED		PLANNING	DATE
SPECIAL LAND USE PERMIT			

PERMIT NUMBER	RECEIVED BY:	DATE	APPROVED BY:	DATE
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<b>FEE</b> \$	
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## INSTRUCTIONS

to complete the

### BUILDING PERMIT APPLICATION

*Please READ and follow the instructions carefully. If you do not understand a requirement or a procedure, please ask the staff!*

1. All numbered spaces on the front of the application must be completed by the applicant!
2. The **ASSESSORS PARCEL NO.** & the Legal Description must be shown on the application. To obtain the (APN) number, please use your tax bill or check with the Assessors office!
3. Every application requires a complete **SITE PLAN!** Please see the SITE PLAN form for the information required!
4. Each application must be signed by the **CONTRACTOR** and/or the **OWNER BUILDER!**
5. The **WORKERS COMP. DECLARATION** must be completed properly and signed! (Failure to comply with the workers compensation law will result in the revocation of the permit also.)
6. Plans (detailed architectural drawings) are required for all but very minor projects! These plans must be prepared by licensed Architect(s) or Engineer(s), except for certain small projects. Check with staff on this requirement!
7. When plans are required, please submit three (3) full sets plus four (4) additional site plans!
8. Building permit fees are calculated during the plan check review process. Staff can only provide you with an estimate at the time you submit the application. You may however be required to leave a deposit at the time of submittal!
9. In addition to the **PLANNING/BUILDING DEPARTMENT** review of your application, the application may also be reviewed by, and additional permits may be required by, **PUBLIC WORKS, ENVIRONMENTAL HEALTH, AIR POLLUTION CONTROL** or **FIRE/OES** and/or other agencies.
10. Energy Certification documentation is also required to be submitted on most projects!
11. Before the Department can issue any building permit, a completed (signed & sealed) School Certification form is also required. Please talk to staff about this procedure!
12. **SPECIAL NOTE:** Your proposed "land use" must be consistent with the County General Plan and Land Use Ordinance. If it is not the application will be rejected, and you will need to review the procedures with Planning Staff!

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**NOTE:** *If the application is not correctly completed, or if the necessary documentation is not included at the time of application, the application will not be accepted and will be returned to you! Additional fees may be charged to offset this added cost, so please make sure all information is included the first time!*

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