



**CITY OF PALO ALTO**  
 DEVELOPMENT SERVICES  
 285 Hamilton Ave.  
 Palo Alto, CA 94301  
 (650) 329-2496

(OFFICE USE ONLY)

|              |            |
|--------------|------------|
|              | PERMIT #:  |
| REC'D DATE:  | REC'D BY:  |
| ISSUED DATE: | ISSUED BY: |

## BUILDING PERMIT APPLICATION

**PLEASE PRINT CLEARLY**

|  |  |
|--|--|
| PROJECT ADDRESS:   |  |
| <b>PROPERTY OWNER</b> <input type="checkbox"/> <b>APPLICANT</b>              | <b>ARCHITECT/DESIGNER/ENGINEER</b> <input type="checkbox"/> <b>APPLICANT</b> |
| NAME:  | NAME:  |
| ADDRESS:   | ADDRESS:   |
| CITY: ST: ZIP:   | CITY: ST: ZIP:   |
| PHONE:   | PHONE:   |
| EMAIL:   | EMAIL:   |
| <b>CONTRACTOR</b> LICENSE #: _____ <input type="checkbox"/> <b>APPLICANT</b> | <b>TENANT</b> <input type="checkbox"/> <b>APPLICANT</b>                      |
| NAME:  | NAME:  |
| ADDRESS:   | ADDRESS:   |
| CITY: ST: ZIP:   | CITY: ST: ZIP:   |
| PHONE:   | PHONE:   |
| EMAIL:   | EMAIL:   |

|   |
|---|
| CONSTRUCTION COST (LABOR AND MATERIALS ONLY): |
| DESCRIPTION OF WORK:                          |
|   |
|   |
|   |
|   |

**PLEASE FILL IN THE SQUARE FOOTAGES OF AREAS THAT APPLY:**

|                |                       |                     |                  |                    |
|----------------|-----------------------|---------------------|------------------|--------------------|
| ADDITION (SF): | AREA OF REMODEL (SF): | (N) STRUCTURE (SF): | (N) GARAGE (SF): | (N) BASEMENT (SF): |
|----------------|-----------------------|---------------------|------------------|--------------------|

**CHECK ALL THAT APPLY:**

|   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> (N) RES. STRUCTURE | <input type="checkbox"/> (N) COMM. STRUCTURE | <input type="checkbox"/> RE-ROOF (ONE STRUCTURE) | <input type="checkbox"/> DEMO OF ENTIRE STRUCTURE    |
| <input type="checkbox"/> RES. ADDITION      | <input type="checkbox"/> COMM. ADDITION      | <input type="checkbox"/> MECH/ELEC/PLUMB ONLY    | <input type="checkbox"/> COMM. INT. NON-STRUCT. DEMO |
| <input type="checkbox"/> RES. REMODEL       | <input type="checkbox"/> COMM. REMODEL       | <input type="checkbox"/> PV/ELEC. CAR CHARGER    | <input type="checkbox"/> POOL/SPA [NEW OR DEMO]      |

**PROPERTY INFORMATION:**

IS PROPERTY IN THE FLOOD ZONE?  YES  NO DESIGNATION \_\_\_\_\_  
IS PROPERTY HISTORIC?  YES  NO CATEGORY  1  2  3  4  
TOTAL NO. OF STRUCTURES ON PROPERTY \_\_\_\_\_ LIVING UNITS \_\_\_\_\_  
IS THERE AN EXISTING BASEMENT?  YES  NO CONDITIONED?  YES  NO  
EXISTING GARAGE OR CARPORT:  ATTACHED  DETACHED  NONE

**RE-ROOF PERMIT INFORMATION:**

NO. OF SQUARES \_\_\_\_\_ FIRE CLASSIFICATION:  A  B  C  NONE  
NEW ROOFING MATERIAL: \_\_\_\_\_  
APPLIED WEIGHT OF ROOFING MATERIAL PER SQUARE FOOT \_\_\_\_\_  
WILL ALL EXISTING ROOF COVERING BE REMOVED?  YES  NO  
WILL NEW SHEATHING BE ADDED?  YES  NO

**COMMERCIAL REQUIREMENTS:**

TENANT NAME: \_\_\_\_\_  
IS THIS A NEW TENANT?  YES  NO FLOOR/SUITE # \_\_\_\_\_  
CO. HEALTH DEPARTMENT APPROVAL REQUIRED?  YES  NO

**ELECTRICAL WORK:**

AREA OF ELECTRIC WORK (SF) \_\_\_\_\_  
SERVICE UPGRADE? AMPS \_\_\_\_\_ RELOCATED?  YES  NO  
OTHER: \_\_\_\_\_

**PLUMBING WORK:**

AREA OF PLUMBING WORK (SF) \_\_\_\_\_  
WATER/GAS METER RELOCATION OR UPGRADE?  YES  NO  
WATER HEATER REPLACEMENT?  YES  NO TANKLESS?  YES  NO  
WATER/SEWER REPLACEMENT?  YES  NO TRENCHLESS?  YES  NO  
NEW GAS APPLIANCES?  YES  NO GAS LEAK REPAIR?  YES  NO  
OTHER: \_\_\_\_\_

**MECHANICAL WORK:**

AREA OF MECHANICAL WORK (SF) \_\_\_\_\_  
HVAC EQUIPMENT?  YES  NO ROOF TOP?  YES  NO  
FURNACE REPLACE/RELOCATE?  YES  NO NO. OF DUCTS \_\_\_\_\_  
OTHER: \_\_\_\_\_

**LICENSED CONTRACTORS 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.

License Class \_\_\_\_\_ License Number \_\_\_\_\_  
Date \_\_\_\_\_ Contractor \_\_\_\_\_

**OWNER-BUILDER DECLARATION**

\_\_\_\_\_ I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors 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 703.1.5 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 (Sec. 7044, Business and Professions code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such 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 License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law),

\_\_\_\_\_ I am exempt under Sec. \_\_\_\_\_, B&P C for this reason:

\_\_\_\_\_ Date \_\_\_\_\_ Owner \_\_\_\_\_

**WORKERS' 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 workers' compensation insurance carrier and policy number are:

Carrier \_\_\_\_\_

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

(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

\_\_\_\_\_ 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 just to the workers compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date \_\_\_\_\_ Applicant \_\_\_\_\_

**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 (Sec. 3097, Civ. C).

Lender's Name \_\_\_\_\_

Lender's Address \_\_\_\_\_

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above mentioned property for inspection purposes.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_ Date \_\_\_\_\_