

Application #:

Permit #

Urban Village by the Bay



# ALBANY CALIFORNIA

## BUILDING PERMIT APPLICATION

Submit Building Permit Application and supporting documents via email to [permits@albanyca.org](mailto:permits@albanyca.org)

**Project Address:** \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

CSLB License #: \_\_\_\_\_ CSLB License Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Applicant**

Permit is being issued to:  Property Owner as Owner/Builder  Contractor  
 Agent/ Permit Expeditor:  
Agent/Expeditor Company Name: \_\_\_\_\_  
Name of Person Submitting Application: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Information**

Single Family Dwelling  Multi-Family Dwelling  Commercial  Building Permit Only ADU  
Scope of Work/Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Construction: \_\_\_\_\_

**For Building Permit Only ADUs:**  Detached  Attached  
Proposed ADU/JADU size: \_\_\_\_\_ Proposed ADU/JADU address: \_\_\_\_\_

Submittals for BUILDING PERMIT ONLY ADUs *must* include:

- Grant Deed
- Site Survey
- Architectural Drawings with all elevations included in the Plan Set

See ADU Planning Submittal and Building Permit Submittal checklists for more detail.



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## APPLICANT DECLARATIONS

### A. LICENSED CONTRACTOR

Company Name: \_\_\_\_\_

Contractor Representative's Name: \_\_\_\_\_

License Number: \_\_\_\_\_ License Class: \_\_\_\_\_

Declaration:

I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code Division 3, Section 7000 of Chapter 9, and my license is in full force and effect.

#### Worker's Compensation

Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to \$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 workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

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

- 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.

My policy number is: \_\_\_\_\_

- Exempt - 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.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B. 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 (Civil Code Section 3097).

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

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

### C. ALL APPLICANTS - IMPORTANT INFORMATION ABOUT YOUR BUILDING PERMIT

Any construction that does not match the approved plans will have to be removed or mitigated. All changes to a building permit and associated plans must be made in writing. If you wish to make a change, please call the Community Development Department at (510) 528-5760 to schedule an appointment. Unless otherwise instructed by City staff, this permit and associated plans and documents must remain on the construction site until final inspections are completed.

Inspections are scheduled by calling (510) 528-5760. Should you need to leave a message, staff will call back to confirm your inspection request.

Construction hours are 8:00 a.m. to 6:00 p.m. on Mondays through Saturdays, and 10:00 a.m. to 6:00 p.m. on Sundays and legal holidays. Construction hours are enforced by the Community Development Department and the Albany Police Department.

This building permit is subject to expiration if work is not commenced within 365 days. In addition, this permit is subject to expiration if no legitimate City inspections are carried out within a 365-day period. Please contact the Community Development Department at (510) 528-5760 for information on extensions to the building permit.



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Lead-safe work practices are required by State of California law for all work that disturbs paint in pre-1978 buildings due to the possible presence of lead-based paint. As of April 22, 2010, the US EPA requires all workers who disturb pre-1978 painted surfaces to be trained and all firms to be EPA certified in lead safety. For more information, contact the US EPA at [www.epa.gov/getleadsafe](http://www.epa.gov/getleadsafe) or Alameda County Lead Poisoning Prevention Program at (510) 567-8280 or [www.aclppp.org](http://www.aclppp.org)

Closure of street parking for construction purposes must be posted at least 72 hours in advance of closure. If you wish to use a street parking space, please contact the Community Development Department at (510) 528-5760. An Encroachment Permit is required.

All new windows shall be recessed two inches from face of building to provide adequate shade and shadow and to promote visual relief unless explicitly shown otherwise on the approved plans. Any windows that do not match the approved plans will have to be removed.

All exterior lighting shall be installed in such a manner that glare is directed away from surrounding properties.

The construction site must be maintained in a responsible manner. Construction equipment, materials, and soil stockpiles shall be placed in rear yards or side yards whenever possible. All hazardous materials must be stored in a secure location and follow manufacturer's instructions. The applicant is responsible for controlling dust during construction and grading. Construction sites shall be secured to avoiding being an attractive nuisance. The construction site should be checked at the end of every workday for trash, nails, and other debris. Mud and dirt from the construction site must be swept daily from sidewalks and streets. Do not clean equipment in the street.

Contact neighbors before the start of construction and before particularly noisy or disruptive activities. Provide neighbors with the phone number of a contact in the event of a concern. Avoid idling trucks for long periods of time. Avoid blocking neighboring driveways during deliveries. All parked vehicles should be in legal parking spaces.

The City of Albany is home to the State of California Orientation Center for the Blind (400 Adams St.). As a result, there are many blind people walking in our neighborhoods. Please contact the Orientation Center at (510) 559-1208 if sidewalks will be closed or other potentially dangerous conditions exist.

Emergency phone numbers: Call 911 or call the Albany Fire Department at (510) 528-5770 or the Albany Police Department at (510) 525-7300.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**D. OWNER BUILDER (complete if pulling permit as Owner-Builder)**

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason indicated below. Per Business and Professions Code 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 3701.5 by any applicant for a permit subject the applicant to a civil penalty of not more than five hundred dollars (\$500).

Select appropriate option:

- 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. Per 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 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 licensed Contractor pursuant to the Contractors' State License Law.
- I am exempt from licensure under the Contractors' State License Law for the following reason:



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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 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 website: <http://www.lefingo.ca.gov/calaw.html>. I also certify:

- I understand a frequent practice of unlicensed persons is to have the property owner obtain an Owner-Builder 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.
- 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.
- 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.
- I understand Contractors are required by law to be licensed and bonded in California and to list the license numbers on permits and contracts.
- 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.
- 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.
- 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.
- 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 owners(s) that result from any latent construction defects in the workmanship or materials.
- 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 1-800-321-2752 or [www.cslb.ca.gov](http://www.cslb.ca.gov) for more information about licensed contractors.
- 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.
- 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.
- 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 CSLB 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 City for issuing the permit.

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER'S AUTHORIZATION OF AGENT TO ACT ON OWNER'S BEHALF**

I hereby authorize the following person(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder permit for my project.

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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. Property Owner Name: \_\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_