



CITY OF COMMERCE

Building & Safety Division
 2535 Commerce Way
 Commerce, CA 90040

permittechnician@commerceca.gov

PERMIT WORKSHEET

PLEASE FILL OUT COMPLETELY IN INK

Project Address:

Assessor Parcel Number:

Cross-St:

Tenant/Project Name:

Project Information

Description of Work:

Project Valuation:

CUYD (cut, fill, over-excavation):

Planning File #:

Occupancy group:

Construction Type:

New building/addition Sqft:

Remodel/TI Sqft:

Occupancy group:

Construction Type:

New building/addition Sqft:

Remodel/TI Sqft:

of Stories:

Existing Fire sprinkler system:

Fire Sprinklers Required:

APPLICANT

Name:

Address:

Phone:

City:

State:

Zip code:

E-Mail:

Fax:

PERMIT HOLDER INFORMATION

LICENSED CONTRACTOR:

OWNER BUILDER:

Name:

E-mail:

Address:

Phone:

City:

State:

Zip Code:

State License No.:

Class:

Exp. Date:

Workers Compensation Carrier:

Policy No.

Exp. Date:

ARCHITECT/ENGINEER/DESIGNER INFORMATION

Name:

Address:

E-mail:

City:

State:

Zip code:

State License No.:

Exp. Date:

Phone:

I, the applicant/owner of the property located as noted as project address, acknowledge that I am aware approval from the Department of Regional Planning, Fire Department, Health Department, and any other agencies indicated on the agency referral form 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 approvals of the agencies provided on the agency referral form. 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 fees paid to Building and Safety Division for plans will be forfeited. I understand that additional plan check fees will apply if the plans submitted are modified in order to obtain approvals from other agencies. Also, plan check is valid for one year; additional fees may be required after one year for renewal.

Applicant/Owner Signature: _____ Date: _____

ELECTRICAL P#		MECHANICAL P#		PLUMBING P#	
QTY #	DESCRIPTION	QTY #	DESCRIPTION	QTY #	DESCRIPTION
	New Residential Construction ___ # of units _____ sqft		Furnace, Heater, Boiler, Mini-Split		Plumbing Fixtures
	outlet boxes – receptacles	___	Up to 100,000 BTU		___ Water Closets ___ Tubs ___ Dishwashers
	Outlet Boxes – Switches	___	In between 100,000 BTU and 500,000 BTU		___ Lavatories ___ Sinks ___ Floor Drains
	Light Fixtures	___	Over 500,000 BTU		___ Floor Sinks ___ Showers ___ Trap Primers
	Branch Circuits		A/C Condenser		___ Clothes Washers ___ Hose Bibs (First 5)
	Branch Circuits 208v	___	Up to 100,000 BTU		Water Heaters Including the Vent
	Power Apparatus 1 to 10 HP, kW or kVA	___	In between 100,000 BTU and 500,000 BTU		Water Pressure Regulators
	Power Apparatus 10 to 49 HP, kW or kVA	___	Over 500,000 BTU		Water Treatment Equipment
	Power Apparatus 50 to 99 HP, kW or kVA		Air Handling Units (Including Ducts)		Backflow Prevention Devices
	Power Apparatus > 100 HP, kW or kVA	___	Up to and Including 2,000 cfm		Interceptors, Clarifiers and Grease Traps
	Service ___ New ___ Changeout	___	2,001 cfm to 10,000 cfm		Gas Piping System with 5 or less Outlets
	0 to 399 Amperes	___	Over 10,000 cfm		___ Low ___ Medium ___ High
	400 to 1,000 Amperes		Evaporative Coolers		Additional Gas Outlets per system
	Over 1,000 Amperes		Air inlets and outlets		Water Service
	Subpanels, switchboards, & Motor Ctrl Centers		Alt of existing Duct System		___ Up To 1 1/2" ___ 2" to 3" ___ Over 3"
	0 to 399 Amperes		Bathroom Humidistat Fan		Re-pipe per fixture
	400 to 1,000 Amperes		Residential Kitchen Exhaust Fan		Solar Water Heating System
	Over 1,000 Amperes		Commercial Kitchen Hood		Drains serving Rain Water System
	Residential Appliances		Ventilation Fans which serve a single register		Repair or alteration of Drainage and/or vent piping per fixture
	Non-Residential Appliances		Ventilation Systems not part of an AC system		Connection to New Sewer or Existing Sewer
	Signs, outline lighting and Marques supplied by one circuit		Spray Booths		Repair of Existing Sewer
	Add circuit within the same sign		Product Conveying Systems		Disconnection, or Abandonment of an Existing Sewer
	Residential EV Chargers		Fire Dampers		Sewer Backwater Valve
	Commercial EV Chargers		Other: _____		Grey Water System
	ESS (Batteries)				Public or Private Spa
	Temp Power Pole				Public or Private Swimming Pool
	Temp Power Distribution System				Other: _____
	Misc. Apparatus, Conduit And Conductors				

Permit Declarations

One of the attached declarations must be completed and signed by the person responsible for pulling the permit. Only one of the declarations needs to be completed.

Form 1: Licensed Contractors or authorized agents for licensed contractors need to complete the licensed contractor declaration

Form 2: Owner Builders or authorized agent must complete the Owner Builders Declaration

LICENSED CONTRACTOR'S DECLARATION, WORKERS COMPENSATION DECLARATION AND AUTHORISATION OF ENTRY

PROJECT ADDRESS:

Licensed Contractor's Declaration

I hereby affirm 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 Type

License Number

License Expiration

Authorization Of Entry

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Workers' Compensation Declaration

By my signature, I hereby affirm under penalty of perjury one of the following declarations:

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.

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.

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

Certificate No.:

Workers' Compensation Insurance Carrier:

Insurance Policy Number:

Insurance Policy Expiration Date:

Print name to sign the above declarations and authorization of entry or use e-signature:

Date:

OWNER-BUILDER DECLARATION, WORKERS COMPENSATION DECLARATION AND AUTHORISATION OF ENTRY

Project Address:

Before An owner-builder permit can be issued, this form must be completed and signed by the property owner.

Owner-Builder Declaration Owner's Acknowledgment and Verification of Information

1. 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.
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.
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:

Project 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 (building department) 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.

Authorization Of Entry

I certify that I have read this application and state that the information given is correct. I agree to comply with all federal and state laws and city ordinances relating to building construction, and I authorize a representative of this City to enter upon the property for which I have applied for this permit for the purpose of making inspections.

Workers' Compensation Declaration

By my signature, I hereby affirm under penalty of perjury one of the following declarations:

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.

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.

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

Certificate No.:

Workers' Compensation Insurance Carrier:

Insurance Policy Number:

Insurance Policy Expiration Date:

Print name to sign the above declarations and authorization of entry or use e-signature:

Date: