



# CONSTRUCTION PERMIT APPLICATION

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING  
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

*Promoting the Wise Use of Land • Helping to Build Great Communities*

## APPLICANT / AGENT / CONTRACTOR / ARCHITECT INFORMATION (check box for contact person)

Landowner Name \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Agent \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ License #: \_\_\_\_\_

Architect/Designer/Engineer \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ License #: \_\_\_\_\_

E-mail address for  Owner  Agent  Architect  Engineer (check one) \_\_\_\_\_

## PROPERTY INFORMATION

Assessor Parcel Number(s): \_\_\_\_\_ Total Size of Lot: \_\_\_\_\_

Address of the project (if known): \_\_\_\_\_

Directions to the site - describe first with name of road providing primary access to the site, then nearest roads, landmarks, etc.:

Describe current uses, existing structures, and other improvements and vegetation on the property: \_\_\_\_\_

## TYPE OF PROJECT (check all that apply)

- All New     Addition     Alteration     Repair     Demolish     Moved Building     Grading     Barn     Garage  
 Single Family Dwelling     Multi-Family Dwelling     Mobile Home     Commercial     Industrial     Sign

Describe the scope of work for this project: \_\_\_\_\_

## SIZE OF PROJECT

Residence \_\_\_\_\_ sq. ft.    Garage \_\_\_\_\_ sq. ft.    Carport \_\_\_\_\_ sq. ft.    Covered Porch \_\_\_\_\_ sq. ft.  
Storage \_\_\_\_\_ sq. ft.    Deck \_\_\_\_\_ sq. ft.    Barn \_\_\_\_\_ sq. ft.    Commercial \_\_\_\_\_ sq. ft.    Other \_\_\_\_\_ sq. ft.

Number of: Bedrooms \_\_\_\_\_    Bathrooms \_\_\_\_\_    Stories \_\_\_\_\_  
Height of: Roof above average grade \_\_\_\_\_    Retaining/Garden Wall \_\_\_\_\_    Length of Wall \_\_\_\_\_  
Occupancy Group: \_\_\_\_\_    Construction Type: \_\_\_\_\_

**GRADING**     No     Yes    Maximum Depth of: Cut \_\_\_\_\_    Fill \_\_\_\_\_  
Quantity in Cubic Yards:    Cut \_\_\_\_\_ c.y.    Fill: \_\_\_\_\_ c.y.    Total \_\_\_\_\_ c.y. (cut plus fill)  
Percent Slope of Natural Grade: \_\_\_\_\_ %    Total Area of Site Disturbance \_\_\_\_\_

## UTILITIES

Water:     Well     Public - agency or company responsible for water provision: \_\_\_\_\_  
Fuel Gas:     LPG     Natural Gas    Pool Heating:     LPG     Natural Gas  
Sewage Disposal:     Private     Public - agency or company responsible for sewage disposal \_\_\_\_\_

Fire Jurisdiction: \_\_\_\_\_    \*Fire Hazard Zone \_\_\_\_\_

\*Contact Cal Fire at (805) 543-4244 to find out the Fire Hazard Zone for the property. If the property is located in a Fire Hazard Zone, see the Fire Resistant Construction Requirements handout.

**TYPE OF CONSTRUCTION**

Foundation:  Slab  Perimeter & Piers  Pole  Other \_\_\_\_\_  
Framework:  Wood Stud  Masonry/Concrete  Metal  Timber  Other \_\_\_\_\_  
Exterior:  Stucco  Plywood  Board  Stone Veneer  Brick Veneer  
 Metal  Hardy Board  Other \_\_\_\_\_  
Roof: Pitch: \_\_\_\_\_ Material:  Tile  Built-up Comp  Comp Shingle  Metal  Other \_\_\_\_\_

**ENERGY INFORMATION**

**Energy Credit:**  Yes, exceeds \_\_\_\_\_% If your project exceeds the California Energy Code requirements by 15% or more, you may receive a fee credit of 25% of the building inspection fee up to a maximum of \$250.

**MOVED BUILDING**

If you are proposing to move a building, provide the following information.

Existing Location \_\_\_\_\_ Community \_\_\_\_\_

**MANUFACTURED HOUSING**

If you are proposing to use manufactured housing, provide the following information.

Manufacturer \_\_\_\_\_ Year \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_  
Serial Numbers \_\_\_\_\_ HCD or HUD Label number \_\_\_\_\_

**WASTE MANAGEMENT - RECYCLING PLAN**

Please review the **Explanation of Choices** information provided on a separate flyer that is available in the Public Works Department and then check the box that fits your project.

**Are you planning to**

- A) use an Integrated Waste Management Authority (IWMA)-certified construction and demolition waste recycling facility? **or**
- B) use other recycling and disposal facilities?

**LEGAL DECLARATION FOR WASTE MANAGEMENT / RECYCLING PLAN**

By signing below I acknowledge the responsibility for recycling my project's waste and the penalty for non-compliance. I agree to comply with the requirements of the County Construction & Demolition Debris Recycling Ordinance and demonstrate compliance by providing receipts to verify recycling.

**BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:**

- I am the property owner, contractor or authorized to act on the property owner's behalf.\*
- I have read this application, declaration/disclosure forms and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.
- Your construction permit application is public record and is therefore published on the weekly reports within the San Luis Obispo County Planning and Building Department's website as well as the public information area. All references to names, addresses, telephone numbers and project information will be part of this public record. All applications must be filed under the property owner's name and address; however, you may use an alternate contact address and telephone number.
- If you do not pick up your permit within one year of application, it will expire. An extension of 180 days may be granted upon written request.

\_\_\_\_\_  
Print Name of Owner / Authorized Agent/ Contractor Date

\_\_\_\_\_  
Signature of Owner / Authorized Agent/ Contractor Date

**Note:** When the Permit Application and the Owner-Builder Declaration have been executed by a person other than the property owner prior to issuing the permit, the "Authorization of Agent to Act on Property Owner's Behalf" form shall be completed by the property owner and returned to the agency responsible for issuing the permit.

\* The property owner is required to complete and sign the NOTICE TO PROPERTY OWNER form and furnish a copy of their driver's license to verify signature. (Not needed if licensed contractor)



# CONSTRUCTION PERMIT APPLICATION DECLARATIONS AND DISCLOSURE

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING  
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## D.O.S.H. HAZARDOUS ACTIVITIES CLEARANCE

California State Law requires that a permit be obtained from the Division of Occupational Safety and Health (DOSH) for projects that involve performance of certain hazardous activities.

Please identify if the proposed project would involve any of the following hazardous activities:

**YES NO**

1.   Construction of trenches or excavations (including utility, foundation and retaining wall construction involved within the excavation) which are five feet or deeper and into which a person is required to descend.
2.   Construction or demolition of any building, structure, falsework, or scaffolding more than three stories or 36 feet high.
3.   The underground use of diesel engines for work in mines and tunnels and any work involving blasting.
4.   Are employees working within the excavation areas described in questions 1 or 3?

If you answered YES to questions 1, 2, or 3, and question 4, proof of DOSH permit must be submitted to the Department of Planning and Building before building permits are issued for the proposed work.

If you answered NO to question 4, you are not required to obtain a DOSH permit even though you may have answered YES to questions 1, 2 or 3.

**1. DOSH permits are NOT required for the following:**

- Governmental agencies - state, county, city or district
- Public utilities subject to the jurisdiction of the Public Utilities Commission
- Construction of trenches or excavations for emergency repairs to underground facilities
- Construction of graves (See Section 7014 of the Health and Safety Code)
- Construction of swimming pools

**2. Make sure you prepare the following before you obtain your DOSH permit:**

- "Code of Safety Practices"
- "Injury and Illness Prevention Program"

For any question regarding DOSH enforcement, contact:

Division of Occupational Safety and Health  
1655 Meso Verde, Room No. 150  
Ventura, CA. 93003  
(805) 654-4581 [www.dir.ca.gov/dosh](http://www.dir.ca.gov/dosh)

Van

(818)

For Permits by Appointment Only contact  
6150 Van Nuys Blvd. STE 405  
Nuys, CA 91401  
901-5403

I certify under penalty of perjury under the laws of the State of California that the above is true and correct.

**Initial** \_\_\_\_\_

## DECLARATION OF 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's Name \_\_\_\_\_

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

**Initial** \_\_\_\_\_

# INFORMATION DISCLOSURE FORM

## TIME LIMITS FOR PROCESSING AND PUBLIC NOTICE DISTRIBUTION REQUIREMENTS

California law requires that the county provide the following information to applicants when a development permit application is filed:

Not later than 30 days after a development permit application is received, the county must notify the project applicant or designated representative in writing either that the application is complete, or that items are necessary to complete the application. If you are not notified in writing, the application is considered complete. Any development permit application must be approved or denied within 60 days of adoption of the Negative Declaration or determination that the project is exempt, or within 180 days of the certification of the Environmental Impact Report. If the development project includes affordable housing and certain criteria is met, the 180 days is reduced to 90 days. The County of San Luis Obispo processes the development permit application and the environmental review concurrently, so these decisions are made simultaneously. Questions about this process can be answered by your project planner. (*Government Code Sections 65941.5, 65943 and 65950*).

A project applicant may make a written request to the county, to receive notice of any proposal to adopt or amend the general plan and the land use, real property division, building and construction, road name and addressing, and growth management ordinances which might reasonably be expected to affect that applicant's project. The county offers a subscription service for notification of either: (1) all applications received by the county, or (2) Planning Commission agendas. The cost for each of these services is established by the county fee ordinance. (*Government Code Section 65945*).

When a property was created through recordation of a final or parcel map, and it is within five years of recordation, the county can not withhold or condition the issuance of building permits for residential units based on conformance with conditions that could have been imposed as conditions of the tentative map except where: A failure to do so would place subdivision residents or residents in the immediate area in a condition perilous to health, safety or both; or The condition is required in order to comply with state or federal law. (*Government Code Section 65961*)

*The Secretary for Environmental Protection maintains a list of all hazardous waste and substance facilities and sites and contaminated public drinking water wells. This information is available to any person upon request. (Government Code section 65962.5). Copies of these Government Code Sections are available at the County of San Luis Obispo Law Library, County Government Center, San Luis Obispo, CA."*

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## RIGHT TO FARM DISCLOSURE

Disclosure pursuant to 5.16.040(b) - The County of San Luis Obispo declares it a policy to protect and encourage agricultural operations as defined in Chapter 5.16 of the San Luis Obispo County Code. If your property is located in the unincorporated area of the county, near an agricultural operation, you may at sometime be subject to inconvenience or discomfort arising from agricultural operations. If conducted in a manner consistent with state law and County Code, said inconveniences and discomforts shall not be or become a nuisance.

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## HAZARDOUS WASTE AND SUBSTANCE SITES DISCLOSURE

Disclosure pursuant to AB 3750 - Please verify whether your project is on the Known Hazardous Waste and Substances Sites List pursuant to AB 3750 at <https://geotracker.waterboards.ca.gov/> or available at our permit center.

### Please Complete and Sign Below

I acknowledge that I have read and understand the information and policy detailed above:

- Time Limits for Processing and Public Notice Distribution requirements
- Right to Farm Disclosure

**and** I acknowledge that I have reviewed the list of Known Hazardous Waste and Substances Sites List and find the following:

- The site is **not** shown on the list of Known Hazardous Waste and Substances Sites.
- The site **is** shown on the Known Hazardous Waste and Substances Sites List.

Initial \_\_\_\_\_

## LICENSED CONTRACTOR'S 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 No. \_\_\_\_\_ Date \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

## WORKERS' COMPENSATION DECLARATION

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 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 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.  
Policy No. \_\_\_\_\_

\_\_\_\_\_ 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 \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Name of Agent \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ 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.

**Signature of Owner/Authorized Agent/Contractor** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Excluding the **Notice to Property Owner**, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project or Description of Work: \_\_\_\_\_

Project Location or Address \_\_\_\_\_

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

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

Phone Number of Authorized Agent: \_\_\_\_\_

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

**Note:** A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

## OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (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 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 ( ) all of or ( ) portions of the work, and the structure is not intended or offered for sale (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: \_\_\_\_\_

I have signed and completed the **Notice to Property Owner** form

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 an 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.leginfo.ca.gov/calaw.html>.

**Signature of Owner/Authorized Agent** \_\_\_\_\_ **Date:** \_\_\_\_\_