



CITY OF MILPITAS
 Building & Safety Department
 455 E. Calaveras Blvd.
 Milpitas, CA 95035
 408-586-3240
 www.ci.milpitas .ca.gov

CONSTRUCTION PERMIT APPLICATION

DATE:

Office Use :
 BUILDING PERMIT #B - _____ -- _____
 ELECTRICAL PERMIT #B - EL _____ -- _____
 MECHANICAL PERMIT #B - ME _____ -- _____
 PLUMBING PERMIT #B - PL _____ -- _____

PROJECT ADDRESS: Suite/Unit #

APPLICANT:

Name/Company:
 Address: City: State Zip
 Phone () Fax () Cell () Pager ()
 Contact person: Email:

PROPERTY OWNER Same as Applicant

Name/Company:
 Address: City: State Zip
 Phone () Fax () Cell () Pager ()
 Contact person: Email:

TENANT: Same as Applicant

Name/Company: License Number:
 Address: City: State Zip
 Phone () Fax () Cell () Pager ()
 Contact person: Email:

DESIGNER Same as Applicant

Name/Company: License Number:
 Address: City: State Zip
 Phone () Fax () Cell () Pager ()
 Contact person: Email:

CONTRACTOR: Same as Applicant

Name/Company: License Number:
 License Class:
 Address: City: State Zip
 Phone () Fax () Cell () Pager ()
 Contact person: Email:

PROJECT DESCRIPTION:

Total valuation (cost) \$ Residential Commercial
 Area of work/Addition: sf Existing building size: sf
 # of stories: # residential units:
 Type of construction: Occupancy type:
 Fire sprinklers: Yes No Hazardous materials: YES NO
 Describe existing use:
 Describe proposed new use:

Approved by Planning Department by: _____ Date: _____

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.: Contractor Signature: _____ Date: _____

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: _____ 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 Web site: <http://www.leginfo.ca.gov/calaw.html>

Signature of Property Owner or Authorized Agent: _____ Date: _____

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 Applicant: _____ Date: _____

DECLARATION REGARDING 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:

CERTIFICATION, AGREEMENT AND AUTHORIZATION

I certify that I have read this application and state that the 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 city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant: _____ Print Name: _____ Date: _____



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**OWNER-BUILDER
 ACKNOWLEDGEMENT**

DATE:

BUILDING PERMIT #B -

By my signature below, I certify to each of the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application 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.

Property Owner's Signature: _____ Date: _____

NOTICE TO PROPERTY OWNER

When the Owner-Builder Declaration on the permit application is executed, a Notice to Property Owner (below) also shall be executed by the property owner. The Notice to Property Owner pursuant to this section shall be completed and signed by the property owner and returned prior to issuance of the permit. An agent of the owner shall not execute this notice. A permit shall not be issued unless the property owner complies with this section.

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____ . We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

- 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building 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: _____.

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 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.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property 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.

Property Owner's Signature: _____ Date: _____

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

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 following shall be completed by the property owner and returned to the agency responsible for issuing the permit:

Excluding the Notice to Property Owner (below), 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.



City Of Milpitas

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Hazardous Material/Waste Disclosure

If hazardous materials are associated with this project, additional requirements may apply; these can be incorporated into this plan review to save you time and money in the plan check and inspection process. Please indicate below whether hazardous materials are included. **Failure to provide accurate information may result in additional time required to review your project, and may delay the issuance of your Certificate of Occupancy.** Examples of hazardous materials include: solvents, oils, lubricants, fuels, caustics, acids, flammable liquids, poisons, toxics, exotic metals, oxidizers, hazardous wastes, acutely hazardous materials and compressed gases.

**If you have questions, please contact the
Hazardous Materials and Environmental Services Unit at
(408) 586-3365**

- YES**, hazardous materials will be used (Examples of projects qualifying for a “YES” answer: ducting connected to treatment systems, piping and/or equipment utilizing/storing hazardous materials, chemical buildings/storage areas, etc.).
- NO**, hazardous materials will **NOT** be used in the scope of this project.

Project Name:

Project Address:

Contact Name: Phone No:

Email Address:

Applicant's Name (print): _____ Signature: _____

Date: _____ Plan Check Number: _____

If you are unsure if a material is a hazardous material, ask to speak with a hazardous material inspector at (408) 586-3365.



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SEWER NEEDS INQUIRY

(For Non-Residential Applicants)

Tenant Name:

Tenant Address to be occupied:

Contact Name:

Phone No:

Description of work to be performed under this permit:

Please answer each question listed below:

• Adding new plumbing fixtures?

• Adding new process equipment, which uses water?

• Expanding your facility?

• Creating a new shell space?

• Creating a new tenant space?

• Increasing the number of employees now or in the future?

• Changing the type of use of this space (for example from office to restaurant, medical office, gas station, manufacturing, etc.)

• Tenant new to this space?

The information contained herein is familiar to me and to the best of my knowledge, accurate and complete. Additional treatment plant fees will be required if monitored flow exceeds estimate based on information contained herein.

Company Name: Phone No:

Applicant's Name (print): _____ Title: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Shell Address: _____ Building Permit #: _____



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SEWER NEEDS QUESTIONNAIRE **(For Non-Residential Applicants)**

THIS FORM SHALL BE COMPLETED BY SOMEONE KNOWLEDGEABLE IN THE WATER USAGE OF THE TENANT.

The Sewer Needs Questionnaire must be completed for all Building Permit Applications when a project will cause an increase in water usage due to additional facilities or new construction (i.e. increasing operation or manufacturing process water use, installing new processes requiring water, adding restroom facilities, increasing the number of employees, increasing tenant space). If a treatment plant fee is assessed, it must be paid prior to issuance of a Building Permit. Please keep a copy of this completed questionnaire for your files. If you need assistance in filling out the questionnaire, call Parmjit Uppal at (408) 586-3351.

Tenant Name:

Tenant Address to be occupied:

APN: Total Area of this APN:

Contact Person: Phone No:

A. TYPE OF BUSINESS (Describe your type of business and include any equipment, processes, products or services involved).

SIC CODE (Standard Industrial Classification): _____ (If unknown, see SIC summary listing or contact the Industrial Source Control Inspector for Milpitas at SJ/SC WPCP, 408-945-5300.)

B. PERMIT DATA

1. What is the construction valuation of work under this permit? \$

2. Describe the work to be done under this permit.

OFFICE USE ONLY

Shell Address: _____ Building Permit #: _____

3. Describe the impact of this work on the quality and quantity of water and sewer use.

4. What is the square footage (in square feet) involved in this permit? S.F.

5. What is the square footage of the entire building (if known)? S.F.

6. What is the square footage of your entire tenant space? S.F.

7. A square footage breakdown of your entire tenant space would be

Office/Bathroom S.F. S.F. S.F.

Warehouse S.F. S.F. S.F.

Restaurant S.F. S.F. S.F.

8. The building area **has/has not** been previously occupied. (Circle one)

9. Length of time your business has occupied this building area: yrs. mos.

10. Name of previous tenant (if known)

11. Name of current co-tenant(s), if any

Note: Co-tenant is defined as those who share the domestic water service with you.

C. OPERATING SCHEDULE (If seasonal, use separate sheet to explain)

Work hours: Shift #1 to Shift #2 to Shift #3 to

Number of employees:

	<u>For Shift #1</u>	<u>For Shift #2</u>	<u>For Shift #3</u>	<u>In the Office</u>
On Weekdays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On Saturdays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On Sundays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. TOTAL ESTIMATED WATER USES (in gpd, gallons per day)

Bathroom	<input type="text"/>	gpd	Landscaping (if on domestic meter)	<input type="text"/>	gpd
Car washing	<input type="text"/>	gpd	Manufacturing	<input type="text"/>	gpd
Cooking	<input type="text"/>	gpd	Product Ingredient	<input type="text"/>	gpd
Cooling Towers	<input type="text"/>	gpd	Steam Cleaning	<input type="text"/>	gpd
Other (Describe)	<input type="text"/>			<input type="text"/>	gpd

E. WATER SOURCES & ESTIMATED VOLUMES FOR THIS FACILITY (in gpd)

City	<input type="text"/>	gpd
Private Well	<input type="text"/>	gpd
Private Reclaim	<input type="text"/>	gpd
Municipal Reclaim	<input type="text"/>	gpd

The information contained herein is familiar to me and to the best of my knowledge, accurate and complete. Additional treatment plant fees will be required if monitored flow exceeds estimate based on information contained herein.

Applicant Name: Phone No:

Name (print): _____ Title: _____

Signature: _____ Date: _____