



608 Heber Avenue  
 Calexico, CA 92231  
 (760) 768-2105  
 Fax # (760) 357-7862  
[www.calexico.ca.gov](http://www.calexico.ca.gov)  
[building@calexico.ca.gov](mailto:building@calexico.ca.gov)

# City of Calexico

## Development Services Department

### Building & Safety Division

### Building Permit Application

Date Received: \_\_\_\_\_

Received by #: \_\_\_\_\_

## Owner/ Builder

PLEASE PRINT CLEARLY AND FILL IN ALL THAT APPLY

**Project Address:** \_\_\_\_\_ **City:** Calexico

<b>Property Owner Information:</b>		<input type="checkbox"/> Architect	<input type="checkbox"/> Designer	<input type="checkbox"/> Engineer
<b>Name:</b>		Name:		
<b>Address:</b>		Address:		
<b>City/ State/ Zip</b>		City/ State/ Zip		
<b>Phone ( )</b>	<b>Fax: ( )</b>	Phone ( )	Fax: ( )	
<b>Email Address:</b>	<b>Cell ( )</b>	Email Address:	Cell ( )	
<i>Jurisdiction may require property owner's identification</i>		<b>State License # (required)</b>	<b>City License # (required)</b>	
<b>Project Contact Person:</b>		<b>Phone #: ( )</b>	<b>Fax # ( )</b>	
<b>Address:</b>		<b>Email Address:</b>		

### Owner-Builder (Complete Owner-Builder Declaration)

#### Owner-Builder Declaration (Residential Only):

I hereby affirm under penalty of perjury that I am exempt from the Contractor's 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 license pursuant to the provisions of the Contractor's 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 (\$500.00).):

- 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 Profession Code: The Contractor's State License Law does not apply to an owner of the property who, through employees' or persona 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 for the following reasons:  
 \_\_\_\_\_

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 under 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 the following Website:  
<http://www.leginfo.ca.gov/calaw.html>.

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

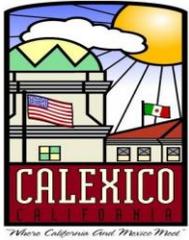
**Description of Work:** \_\_\_\_\_ **Construction Valuation** \$ \_\_\_\_\_

#### 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** \_\_\_\_\_





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Building & Safety Division  
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### Owner's Acknowledgement and Verification of Information Form

**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](http://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.

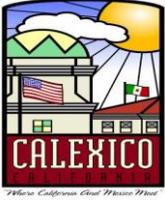
12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' 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.

Signature of property owner : \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	
1.	Advise property owner all liabilities will be on property owner (i.e. if anyone gets hurt the injury will be placed on the homeowner's liability insurance).
2.	Advise property owner that the property owner must contact their home owners insurance and advise their insurance company that the property owner will be constructing on their property.
Staff Member Signature and Date:  _____	



## City of Calexico

### Department of Community Development Construction/ Demolition Reuse and Recycling Plan Form

The City of Calexico is requiring that all applicants prepare a waste management and recycling plan by completing the following form for construction and demolition materials produced as a result of work performed in the City of Calexico. The City requires that contractors recycle materials when there is a viable recycling company available.

The Imperial Valley Waste Management Task Force staff will provide assistance to applicants in developing and implementing the waste management and recycling plan by calling (760) 337-4537

COMPANY NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

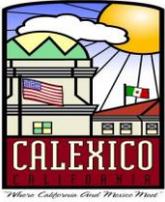
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

JOB SITE: \_\_\_\_\_ FAX: \_\_\_\_\_

Please fill out the following form for submittal. The form will help to identify the types of materials, estimated quantities of material and how the material will be transported and recycled or disposed. If you have any questions regarding the form or recycling and disposal, please call (760) 337-4537.

Circle the material that will be generated at the construction site, estimate the quantity, list how the materials will be transported and write in where the materials will be taken.

MATERIALS	ESTIMATE QUANTITY <i>(in yards and tons)</i>	HAULER <i>(List hauler's name of not self-haul)</i>	RECYCLING COMPANY OR DISPOSAL SITE <i>(If self-haul)</i>
Salvage and used building material			
<b>Wood</b>			
<b>Plant Debris</b>			
<b>Wallboard</b>			
<b>Glass</b>			
<b>Soil</b>			
<b>Corrugated cardboard</b>			
<b>Metals</b>			
<b>Masonry Tile</b>			
<b>Concrete/Asphalt</b>			



## City of Calexico

### Department of Community Development *Construction/ Demolition Reuse and Recycling Plan Form*

**\*\*\*Continued\*\*\***

Construction of pool, block wall, any new & major construction will require that all recyclables be certified by land field or the recycling company (Allied Waste), before issuing the Certificate of Occupancy.

By signing this document, it certifies recyclable materials were properly disposed of.

\_\_\_\_\_  
Name of Contractor:

\_\_\_\_\_  
Allied Waste Representative:

\_\_\_\_\_  
Community Land Field Representative:

# WASTE MANAGEMENT REPORT FOR CONTRACTORS

JOB SITE LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MATERIAL: \_\_\_\_\_

WAS THE MATERIAL RECYCLED?      YES      NO

RECYCLING COMPANY OR DISPOSAL SITE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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***FOR OFFICE USE ONLY (UTILITY SERVICES)***

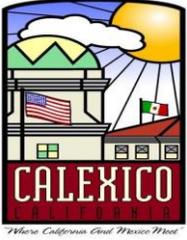
**Approval Status:**

Approved: \_\_\_\_\_  
Date

Denied: \_\_\_\_\_  
Date

Further Explanation needed, see attached

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_



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Notice to Property Owner

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 [redacted].

We are providing you with an "Owner-Builder Acknowledgement and Information and 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.

Sincerely,

City of Calexico  
Community Development Department  
Building Division

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Advierta a Dueño de Propiedades

Estimado dueño de propiedades:

Una aplicación para un permiso de obras ha sido sometida en su nombre en que lista usted mismo como el constructor de las mejoras de su propiedad [redacted], Calexico.

Les proporcionamos con una forma "Propietario-Constructor Reconocimiento y Información y Comprobación" para hacerle enterado de sus responsabilidades y riesgo posible que usted puede contraer teniendo este permiso publicado en su nombre como el Propietario-Constructor.

El permiso de obras no será publicado hasta que usted haya leído, inicialó su comprensión de cada provision, firmó, y volvió esta forma a nosotros en nuestra dirección oficial indicada. Un agente del propietario no puede ejecutar esta nota a menos que usted, el dueño de propiedades, obtenga la aprobación previa de la autoridad que permite.

Sinceramente,

City of Calexico  
Community Development Department  
Building Division