



PERMIT APPLICATION FORM

Submit applications to:

Auburn Office - 3091 County Center Drive Suite 100 Auburn, CA 95603
Tahoe Office - 775 North Lake Blvd Tahoe City, CA 96145

Permit# (Office Use Only)

Only property owners, licensed contractors or agents with written authorization may obtain permits.

Type of Structure RESIDENTIAL COMMERCIAL AGRICULTURAL

Is this a Manufactured Home Yes No

Type of Gas Service Natural Gas LPG N/A

Any alterations to a Manufactured Home must be permitted by HDC

(Please mark all that apply) * Items marked with an (*) may need a grading permit

- New Structure * Addition * Tenant Improvement Plumbing Solar (Roof or Ground)
Second Residence * Remodel Ag Building * Electrical Swimming Pool
Mobile Home * Fire Repair Winery/Wine Tasting * Mechanical Deck/Patio Cover
Modular/MFG Unit * Garage/Storage * Reroof Termite Repair
Guest House * Demolition Window change Other:

Project Address: APN#:

Nearest Cross Street or Intersection: Total Contract Price:

COMPLETE SCOPE OF WORK:
Residential New Addition Remodel Rebuild Commercial New Tenant Improvement Addition
Proposed Sq. Ft. of work area
Living Area Garage/Storage Deck Porch Carport Remodel Other
Office Medical Retail Restaurant Warehouse Other

Applicant Information: Please check the appropriate box for the primary contact

- AGENT OWNER/BUILDER? PROPERTY OWNER ENGINEER
CONTRACTOR Proof of Ownership may be required ARCHITECT/DESIGNER

If you would like to be notified with inspection information, please provide your email address:

Property Owner Name: Telephone: Email:

Address: City/State/Zip:

Agent Name: Telephone: Email:

Address: City/State/Zip:

Contractor Name: Telephone: Email:

Address: City/State/Zip: License # and Class

Architect/Designer Name: Telephone: Email:

Address: City/State/Zip: License/Registration #

Engineer Name: Telephone: Email:

Address: City/State/Zip: License/Registration #

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 the 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' License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project 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 website: <http://www.leginfo.ca.gov/calaw.html>

Property Owner/Authorized Agent Signature

Date

LICENSED CONTRACTOR DECLARATION

I hereby affirm that under penalty of perjury I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business & Professions Code: License Class and License # will be verified by CSLB

Contractor's Signature

Date

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CIMINAL 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.

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 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 be come 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.

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).

Construction Lender's Name and Address

By my signature below, I certify to each of the following: I am a California Licensed Contractor or authorized to act on the Contractor's behalf** or the property owner* or authorized to act on the property owner's behalf**

- I have read this construction permit and the information I have provided is correct. I agree to comply with all applicable City or 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.
- I understand this application does not guarantee project approval.

TIME LIMITATIONS OF APPLICATION AND PERMIT: An application for permit for any proposed work shall be deemed to have been abandoned 1 year after the date of filing, unless a permit has been issued. The destruction of documents may occur 180 days after application expiration date. An issued permit will expire 2 years from date of issue. You will NOT be notified prior to the expiration of your permit. If you allow the permit to expire prior to completion of the project, a new permit will be required and you may become liable for additional fees including but not limited to administrative fees, inspection fees, and impact fees. Building construction plans that were submitted may also be destroyed upon permit expiration, subject to new building construction codes.

Signature California Licensed Contractor, Property Owner* or Authorized Agent**

Date

*Requires separate verification form

**Requires separate authorization form



2019 CALIFORNIA BUILDING STANDARDS CODE OF REGULATIONS TITLE 24

PV Submittal Checklist – System Summary Sheet

The following items are required for a complete submittal.

To avoid delay, please use the attached Document Naming Conventions for all digital submittals

PROPERTY ADDRESS / APN #: _____

- (Please mark all that apply) [] Main Residence [] Second Residence [] Garage/Storage [] Barn
[] Manufactured Home (if roof mounted, permit will be through HCD) [] Other: _____

[] Required: Signed contract with the property owner for the solar installation

For All Systems, Provide 2-Sets for Roof Mount or 3-Sets for Ground Mount (minimum size 11" x 17"):

- [] Electrical schematic diagram of system [module wiring (series/parallel), disconnects, grounding/bonding, wire, conduit type, size, and number of conductors in each section of conduit], rapid shutdown, D/C color coding. When batteries are to be installed include them in the diagram and their locations/rooms and venting.
[] For ALL Battery Connections: An Electrical Engineer is required.
[] Site diagram (show arrangement of panels on the roof or ground, location of combiner box, inverter, utility disconnect, main service, show approximate distance from panel to all components, dimension all setbacks to all structures and property lines, generator and transfer locations if applicable).
[] Equipment cut sheets including inverters, modules, generators, transfer switch if applicable, etc.
[] Labeling schedule for equipment and electrical hazard per CEC Sec. 110.21(B), 690.13, 690.31, 690.56, 705.10 and 705.12
[] System KW _____ capacity
[] Completed page 2 of the System Summary sheet
[] Labeling schedule for equipment and electrical hazard per CEC Sec. 110.21(B), 690.13, 690.31, 690.56, 705.10 and 705.12

For Roof Mounted Systems Provide:

- [] Photovoltaic systems shall be Class A listed and labeled for fire classification per UL 1703. Provide documentation demonstrating compliance.
[] Identify location and method of rapid shutdown per CEC sec. 690.12
[] Solar panels that cover more than 50% of the total roof area, require fire department approval.
[] Engineered or listed racking system for mounting and attachment of system.
[] Integrated systems that replace roofing material require detailed information showing class "A" roof assembly.

For Ground Mount and Wind Generator Systems Provide:

- [] Engineering [When the total height from ground to top of the array (not post height) exceeds 7 feet] for mounting, attachments, and foundation to meet the minimum wind and snow loads. Engineering required for all structures if ground snow load (Pg) exceeds 50 psf. Provide details of attachments, anchors, brackets, photovoltaic panels, and all hardware.



2019 CALIFORNIA BUILDING STANDARDS CODE OF REGULATIONS TITLE 24

PV Submittal Checklist – System Summary Sheet

System Summary: [] Roof Mount [] Ground Mount [] Batteries
[] Off-Grid [] Grid Tie [] Generator

Interver(s): # of Inverter(s): ___ Manufacturer / Model Number: ___
DC Input Voltage Range: ___ Listed for Utility Interconnection [] Yes [] No

From the Module Listing: *Maximum System Voltage: ___ Open-Circuit Voltage (VOC): ___
Short-Circuit Current (ICS): ___ Voltage at Pmax: ___
Maximum Series Fuse Rating: ___ Current at Pmax: ___

*Calculated System Voltage – (VOC x # of modules in series x 1.13) CEC 690.7
Calculated system voltage must be less than or equal to the module *Maximum System Voltage.

Array Information: Total # of Modules: ___ # of Modules in Each Series: ___
of Optimizer / Micro-Inverters: ___ # of Parallel Source Circuits: ___
[] Provide and identify Arc Fault protection per CEC sec. 690.11

Operating Voltage: ___ volts (Voltage at Pmax x # of modules in series)
Operating Current: ___ amps (Current at Pmax x # of strings in parallel)

Minimum PV Source Circuit Ampacity or Conductor Sizing: ___

(ICS x number of parallel circuits x 1.25 x 1.25) CEC 690.8A-1, 690.8B-1 and NOTE 2.

Explanation: To determine wire sizing and over current protection you must determine the minimum source circuit conductor ampacity which is 125% of the maximum PV source circuit current ampacity (CEC 690.8.A-1). The maximum PV source circuit current ampacity is 125% of the source circuit ampacity or ICS (CEC 690.8B-1).

- Note 1: All wiring rated at 90 degrees and equipment on array side of the inverter must be DC rated.
Note 2: Further ampacity adjustments are necessary when more than 3 current carrying conductors are installed in the conduit. See CEC Table 310.15(B)(2)(a)
Note 3: PER CEC 705.12 Exception: For dwelling unit, the sum of the ampere ratings of the over current devices shall not exceed 120 percent of the bus bar or conductor.

[] If derating main breaker less than 175 amps, Load Calculation Worksheet is required.

I understand applications for building permits will be reviewed for plan completeness.
An incomplete submittal package may be returned, and additional fees assessed, for subsequent reviews.

ADDRESS: _____ APN #: _____

SIGNATURE: _____ DATE: _____



Document Naming Conventions

Specific naming conventions are required to facilitate the electronic document submittal process. Failure to adhere to the naming format may result in requests for corrections to the application packets and delays in processing.

Do not apply any security setting which will interfere with approval markups and file combining.

If a permit number has not been assigned, please use “BLD22” instead of the permit number (BLD22-01234)

Plan sheets	File Naming Conventions
Plans (shall include all sheets indicated on the submittal requirement checklist in one file)	BLD22-01234_JONES_PLANS

Associated Documents	File Naming Conventions
Construction Waste Management Plan	BLD22-01234_JONES_CWM
Fire Sprinkler Plans	BLD22-01234_JONES_FS PLANS
Fire Sprinkler supporting documents	BLD22-01234_JONES_FS INFO
Solar PV System	BLD22-01234_JONES_PV
Solar PV supporting documents	BLD22-01234_JONES_PV INFO
Special Inspection Agreement	BLD22-01234_JONES_SPECIAL INSPECTION
Structural Calculations	BLD22-01234_JONES_STRUCTURAL CALCS
Title 24 documents	BLD22-01234_JONES_ENERGY CALCS
Truss Calculations	BLD22-01234_JONES_TRUSS CALCS

Correction and Revision documents shall follow the naming conventions above followed by Corrections “COR” or Revision “REV” numbering each submittal accordingly. See examples below:

- **Corrections** are required by the County
 - BLD22-01234_JONES_COR1_ENERGY CALCS
 - BLD22-01234_JONES_COR2_ENERGY CALCS

- **Revisions** are requested by the applicant
 - BLD22-01234_JONES_REV1_ENERGY CALCS
 - BLD22-01234_JONES_REV2_ENERGY CALCS

A new plan set is required for each re-submittal, if a slip sheet is necessary, it is the applicant’s responsibility to insert the sheet into the plan set accordingly at the time of submittal.

At permit issuance, the applicant will be provided with the approved PDF documents with “_APPROVED” added to each file name.