



WHO CAN OBTAIN A BUILDING PERMIT?

Persons eligible to obtain a San Francisco Building Permit include:

- Property Owners
- State of California Licensed Contractors, or
- An authorized agent for property owner or contractor

A tenant of a building cannot pull a permit unless they are an agent for either the Property Owner or Contractor.

Required Documentation – must be completed and presented at the time of permit issuance

Property Owners

- Government-issued photo identification, such as a: driver's license, state-issued ID card, alien registration card or passport
- Proof of ownership if there has been a recent transfer of ownership, specifically, a San Francisco County recorded grant deed or property tax statement
- Trust-owned properties only – copy of the trust agreement documenting that the applicant is a trustee or executor of the trust
- Corporation, LLC or Partnership-owned properties only – documentation that the applicant as the president, vice president, chief executive officer (CEO) or agent for service of process

Contractors

- Government-issued photo identification, such as a: driver's license, state-issued ID card, alien registration card or passport
- Current San Francisco business license; for more information, visit: sftreasurer.org/business/register-business
- Current State of California contractor's license and classification, also known as a pocket card
- Proof of valid and current worker's compensation insurance

Agents for Owners/Contractors

- Government-issued photo identification, such as a: driver's license, state-issued ID card, alien registration card or passport
- Agents for owners must provide the completed and signed owner authorization form below (Attachment B) and dated by the owner within 30 calendar days; the owner must complete and sign the first part of the form, the agent must complete the second part of the form and have property owner sign at the bottom of the second page of the attachment, incomplete or unsigned forms cannot be accepted. (Image of owner's ID for signature verification will be required.)
- Agents for contractors must provide the completed "Licensed Contractor's Statement" below (Attachment A), signed and dated by the contractor within 30 calendar days. The contractor must complete and sign the first part of the form, the agent must complete the second part of the form and have contractor sign at the bottom. Incomplete or unsigned forms cannot be accepted. (Image of contractor's ID for signature verification will be required.)
- Agents for the contractor must also provide a current State of California contractor's license and classification, also known as a pocket card / CSLB card

Central Permit Bureau

49 South Van Ness Avenue, Suite 200 – San Francisco CA 94103

Office (628) 652-3240 – FAX (628) 652-3249

www.sfdbi.org



Attachment A

LICENSED CONTRACTOR'S STATEMENT

Required documentation: Government-issued photo ID
 Current San Francisco Business License
 Current State California contractor's license and classification (the pocket card)

Permit Application Number: _____

Permit Application Address: _____

Print Company Name: _____

Print Contractor Name: _____

CSLB Number: _____ Contractor Class: _____ Expiration Date: _____

Contractor Mailing Address: _____

Contractor Telephone: _____ Contractor Email: _____

Contractor Signature: _____ Date: _____

AUTHORIZATION OF AGENT TO ACT ON CONTRACTOR'S BEHALF

As the contractor listed above, hereby authorizes _____ to obtain a building permit(s), including any supplemental permits, but not limited to electrical, plumbing or temporary street-use permits, on behalf of the company/contractor listed above, with the Department of Building Inspection for the City & County of San Francisco located at 49 South Van Ness Avenue, San Francisco, California 94103.

Print Named of Authorized Agent(s): _____

Address of Authorized Agent(s): _____

Agent's Telephone: _____ Agent's Email: _____

Pursuant to the Business and Professions Code Sec. 7031.5, I hereby affirm, under penalty of perjury, that I am licensed under the provisions of Chapter 9 (commencing with Sec. 7000) of Division 3 of the Business and Professions Code, and that my license is full force and effect.

Contractor Signature: _____ Date: _____

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Attachment B

PERMIT APPLICATION #: _____

PROPERTY OWNER'S PACKAGE

Disclosures & Forms for Owner-Builders Applying for Construction Permits

IMPORTANT! NOTICE TO 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 _____ in San Francisco, California.

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 OwnerBuilder 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.

Print Property Owner's Name: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

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: _____

Print Name of Authorized Agent: _____ Phone: (____) _____

Address 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. *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.*

Property Owner's Signature: _____ Date: _____