

# PERMIT APPLICATION

I.C. PLANNING & DEVELOPMENT SERVICES DEPT  
801 Main Street, El Centro, CA 92243 (760) 482-4236

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| <input type="checkbox"/> BUILDING   | <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> NEW RESIDENTIAL | <input type="checkbox"/> REMODEL RESIDENTIAL |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> GRADING    | <input type="checkbox"/> NEW COMMERCIAL  | <input type="checkbox"/> REMODEL COMMERCIAL  |
| <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> POOL       | <input type="checkbox"/> NEW INDUSTRIAL  | <input type="checkbox"/> REMODEL INDUSTRIAL  |
| <input type="checkbox"/> PLUMBING   | <input type="checkbox"/> SIGN       | <input type="checkbox"/> _____           | <input type="checkbox"/> _____               |

**COMPLETE ALL NUMBERED SPACES! PLEASE TYPE OR PRINT! READ INSTRUCTIONS ON THE BACK!**

1.	PROPERTY OWNERS NAME	EMAIL ADDRESS	
2.	MAILING ADDRESS	ZIP CODE	PHONE NUMBER
3.	PROJECT SITE ADDRESS	LOCATION	
4.	ASSESSOR'S PARCEL NO.	LEGAL DESCRIPTION	
5.	DESCRIBE INTENDED USE		
6.	DESCRIBE (CLEARLY) THE PROPOSED WORK		
7.	ARCHITECT / ENGINEER	LICENSE NO.	EMAIL ADDRESS
8.	MAILING ADDRESS	ZIP CODE	PHONE NUMBER
9.	CONTRACTORS NAME	LICENSE NO.	EMAIL ADDRESS
10.	MAILING ADDRESS	ZIP CODE	PHONE NUMBER

**WORKERS' COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of self-insurance for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work 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. My workers' compensation insurance carrier and policy number:

Policy Number: \_\_\_\_\_ Carrier: \_\_\_\_\_

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 Labor Code, I shall forthwith comply with these provision.

**11. Date:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

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.

VALUATION

ZONE AREA	
OCCUPANCY GROUP	
CONSTRUCTION TYPE	

<b>12.</b> SIGNATURE OF OWNER	<b>13.</b> SIGNATURE OF CONTRACTOR
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DATA	
ELECTRICAL APPROVAL	
GAS APPROVAL	
FINALED	EXPIRED
RECEIPT NO.	
DATE ISSUED	

APPROVALS REQUIRED			
WORKERS' COMPENSATION	PUBLIC WORKS	DATE	
SCHOOL FEES	EHS	DATE	
ARCHITECT COMMITTEE	FIRE / OES	DATE	
REJECTED	RESUBMITTED	APCD / AG	DATE
SPECIAL LAND USE PERMIT	PLANNING	DATE	

SMI	
BUILDING PERMIT	
PLAN CHECK	
ELECTRICAL PERMIT	
PLUMBING PERMIT	
MECHANICAL PERMIT	
GENERAL PLAN	
ZONE REVIEW	
LEGAL SERVICE	
ADMINISTRATIVE	
FIRE MITIGATION	
ADDITIONAL	
SHERIFF MITIGATION	
OTHER	

PERMIT NUMBER	RECEIVED BY: _____ DATE _____	APPROVED BY: _____ DATE _____
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**FEE \$**

## INSTRUCTIONS

to complete the

### BUILDING PERMIT APPLICATION

*Please READ and follow the instructions carefully. If you do not understand a requirement or a procedure, please ask the staff!*

1. All numbered spaces on the front of the application must be completed by the applicant!
2. The **ASSESSORS PARCEL NO.** & the Legal Description must be shown on the application. To obtain the (APN) number, please use your tax bill or check with the Assessors office!
3. Every application requires a complete **SITE PLAN!** Please see the SITE PLAN form for the information required!
4. Each application must be signed by the **CONTRACTOR** and/or the **OWNER BUILDER!**
5. The **WORKERS COMP. DECLARATION** must be completed properly and signed! (Failure to comply with the workers compensation law will result in the revocation of the permit.)
6. Plans (detailed architectural drawings) are required for all but very minor projects! These plans must be prepared by licensed Architect(s) or Engineer(s), except for certain small projects. Check with staff on this requirement!
7. When plans are required, please submit one (1) full set (hard copy) and one (1) complete full set on CD ROM!
8. Building permit fees are calculated during the plan check review process. Staff can only provide you with an estimate at the time you submit the application. You may however be required to leave a deposit at the time of submittal!
9. In addition to the **PLANNING & DEVELOPMENT SERVICES DEPARTMENT** review of your application, the application may also be reviewed by, and additional permits may be required by, **PUBLIC WORKS, ENVIRONMENTAL HEALTH, AIR POLLUTION CONTROL** or **FIRE/OES** and/or other agencies.
10. Energy Certification (Title 24) documentation is required to be submitted on most projects!
11. Before the Planning & Development Services Department can issue any building permit, a completed (signed & sealed) School Certification form is required. Please check with staff on the procedure and to see if your project will require a School Certification Form!
12. **SPECIAL NOTE:** Your proposed "land use" must be consistent with the County General Plan and Land Use Ordinance. If it is not the application will be rejected, and you will need to review the procedures with Planning Staff! Any fees incurred during the review process of your application will be required to be paid by the responsible party.

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**NOTE:** *If the application is not correctly completed, or if the necessary documentation is not included at the time of application, the application will not be accepted and will be returned to you! Additional fees may be charged to offset this added cost, so please make sure all information is included the first time!*

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