



**BUILDING PERMIT APPLICATION**  
 CITY OF ENCINITAS  
 PLANNING AND BUILDING DEPARTMENT  
 BUILDING DIVISION  
 505 South Vulcan Avenue, Encinitas CA 92024-3633  
 Phone: (760) 633-2730; Fax: (760) 943-2226

Plancheck No.:	_____
Accepted by: Planning:	_____
Engineering:	_____
Date:	_____

**PROJECT ADDRESS:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Project description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Sq. feet:** \_\_\_\_\_ **Valuation:** \_\_\_\_\_

Is there a **related Planning or Code Enforcement Case?**  Yes  No If "Yes", please provide the case number and a brief description:

Case No. \_\_\_\_\_ Description: \_\_\_\_\_

Is the property on a **septic system?**  Yes  No

Is there an **existing swimming pool or spa?**  Yes\*  No

\*Effective 1/1/07, AB 2977 requires that all existing pools comply with State mandated enclosure & safety features.

Is there a related **grading permit?**  Yes: Permit No.: \_\_\_\_\_  No

**Storm Water Pollution Control:**  Exempt project  Standard project  Priority project  SWPPP

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tenant Company Name: \_\_\_\_\_

Architect  Engineer  Designer | Bus. Reg. No. \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CONTACT PERSON: Same as**  Property Owner  Architect / Engineer / Designer; or complete the following:

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Bus. Reg. No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**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 to enter the above-identified property for inspection purposes.

**SIGNATURE:**  Property Owner or  Authorized Agent: \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*THE FOLLOWING DECLARATIONS MUST BE PROVIDED PRIOR TO PERMIT ISSUANCE\*\*\***

**Owner-Builder**

**Contractor: License No.:** \_\_\_\_\_ **License Class:** \_\_\_\_\_ **Business Registration No.:** \_\_\_\_\_

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**LICENSED CONTRACTOR 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.

**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 efforts, builds or improves property, provided that the improvements are not intended or offered for sale. If, however, the building or improvements 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:**  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 No.: \_\_\_\_\_ 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: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**THE FOLLOWING "CHECKED" ITEMS MUST HAVE WRITTEN APPROVAL PRIOR TO PERMIT ISSUANCE. APPROVALS FROM THE PLANNING, ENGINEERING, FIRE, HEALTH DEPARTMENTS, AND THE AIR POLLUTION CONTROL DISTRICT MAY ALSO BE REQUIRED PRIOR TO FRAME AND/OR FINAL INSPECTION AND OCCUPANCY (INDICATED ON "BLUE" CARD). IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE INDIVIDUAL DEPARTMENTS AT THE NUMBERS SHOWN.**

**CITY DEPARTMENTS**

**City Hall, 505 South Vulcan Avenue, Encinitas CA 92024**

- Planning / Zoning** .....(760) 633-2710
- Engineering** .....(760) 633-2770
- Fire Prevention** .....(760) 633-2820

**Public Works Department, 160 Calle Magdalena, Encinitas CA 92024**

- Public Works (Construction Demolition and Debris):** Bill Wilson .....(760) 633-2846  
Complete Construction Demolition and Debris Waste Management Program form(s); obtain signature.

**OTHER AGENCY APPROVALS**

- School Fees:** Obtain signatures on required forms (available at the Building Division counter). Office hours for school fee payments vary by district. **The districts advise that you call to make an appointment.**
  - Cardiff Elementary School District**  
1888 Montgomery Avenue, Cardiff CA 92007 .....(760) 632-5890
  - Encinitas Union School District**  
**BY APPOINTMENT ONLY** .....(760) 944-4300 ext. 1166
  - San Dieguito Union High School District**  
**BY APPOINTMENT ONLY** .....(760) 753-6491 ext. 5514
- San Diego County Department of Environmental Health**
  - Health Regulated Businesses**
  - Hazardous Materials Management**
  - Septic System Approvals**  
5500 Overland Avenue, Suite 170, San Diego CA 92123 .....(858) 505-6700
- San Diego County Air Pollution Control District**  
10124 Old Grove Road, San Diego CA 92131 .....(858) 586-2600
- Sewer Districts**
  - Cardiff Sanitation / Encinitas Sanitary (City of Encinitas Engineering Services Department)**  
City Hall, 505 South Vulcan Avenue, Encinitas CA 92024 .....(760) 633-2770
  - Leucadia Wastewater District**  
1960 La Costa Avenue, Carlsbad CA 92009 .....(760) 753-0155
- Water Districts**
  - Olivenhain Municipal Water District**  
1966 Olivenhain Road, Encinitas CA 92024 .....(760) 753-6466
  - San Dieguito Water District**  
160 Calle Magdalena, Encinitas CA 92024 .....(760) 633-2709
- Assessor's Copy of Plans:** At permit issuance, provide a copy of Title Sheet, Plot Plan, and Floor Plan to Building Division (as per Senate Bill 493).
- Owner/Builder Affidavit or Contractor Information:** Prior to permit issuance, all applicable owner/builder or contractor declarations must be properly executed and provided to the Building Division.
- SDGE Work Order** (for new, upgraded, or relocated gas and/or electric meters) .....(800) 411-7343 (SDGE)