



BUILDING PERMIT APPLICATION
 CITY OF ENCINITAS
 DEVELOPMENT SERVICES 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:	_____

The City of Encinitas is transitioning to digital submittal of all Building Permit Applications by the end of 2019.
 You will be able to apply online through our Customer Self Service (CSS) portal.
 Register for your CSS account today. <https://portal.encinitasca.gov/CustomerSelfService#/home>

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: _____	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Designer Bus. Reg. No. _____ <input type="checkbox"/> Name: _____ Company Name: _____ Address: _____ City/State/ZIP: _____ Phone: _____ Fax: _____ E-mail: _____
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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 Division**(760) 633-2710
- Engineering Division**(760) 633-2770
- Fire Prevention**(760) 633-2820

Public Works Department, 160 Calle Magdalena, Encinitas CA 92024

- Public Works (Construction Demolition and Debris):** Ashlee Stratakis(760) 633-2859
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)

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcfca/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.