



City of Greenfield
599 El Camino Real
PO Box 127
Greenfield, Ca 93927
(831) 304-0333-Office
(831) 674-3149-Fax

POLICY REGARDING BUILDING PERMITS

1. NO BUILDING PERMIT WILL BE ISSUED UNTIL BUILDING PERMIT FEE AND PLAN CHECK FEE ARE PAID IN FULL
2. NO INSPECTION WILL BE DONE UNLESS PERMIT IS ISSUED AND INSPECTION CARD IS POSTED ON JOB SITE.
3. NO SEWER CONNECTION INSPECTION WILL BE MADE UNTIL SEWER CONNECTION FEE IS PAID IN FULL AS PER ORDINANCE NO. 458
4. NO WATER METER WILL BE INSTALLED, NOR CONNECTION ORDER ISSUED, UNTIL WATER CONNECTION FEE IS PAID IN FULL AS PER ORDINANCE NO. 457
5. NO OCCUPANCY IN BUILDING WILL BE ALLOWED UNTIL CERTIFICATE OF OCCUPANCY IS ISSUED.

*******NOTICE*******

ALL BUSINESS SIGNS, WHETHER WALL PAINTED OR ATTACHED, REQUIRE A CITY PERMIT.

ALL APPLICATIONS FOR A SIGN PERMIT MUST INCLUDE A DRAWING SHOWING THE SIZE OF THE SIGN, LETTERING, COLOR AND MATERIALS TO BE USED. THE DRAWING MUST ALSO INDICATE HOW THE SIGN WILL BE ATTACHMENT OR SUPPORTED.

SALES USE TAX MAY APPLY TO YOUR BUSINESS ACTIVITIES. YOU MAY SEEK WRITTEN ADVICE REGARDING THE APPLICATION OF TAX TO YOUR PARTICULAR BUSINESS BY WRITING TO THE NEAREST STATE BOARD OF EQUILIZATION OFFICE.

FOR INFORMATION OR APPOINTMENTS, PLEASE CALL THE BUILDING DEPARTMENT AT (831) 304-0333. OFFICE HOURS ARE- 8:00 A.M- 5:00 P.M. MONDAY THROUGH FRIDAY.

THE FOLLOWING REQUIREMENTS MUST BE MET WHEN AN APPLICATION FOR A BUILDING PERMIT IS SUBMITTED.

1. Submit three (3) copies of plot and construction plans, which shall include the following information.
 - a. Scale drawing showing size, shape and location of:
 1. Plot Plan
 2. Existing building
 3. Proposed buildings or additions including complete floor plan
 4. Accurate dimensions of all yards and set backs
2. The construction plans shall show the size and type of foundations, construction of walls, ceilings, roofs, header sizes, window sizes and type, heating facilities and all pertinent information.
 - a. When additions are added to existing buildings, clearly show the light and ventilations of the rooms to which the additions are added.
 - b. Each room must have window area equal to 1/10th of the floor area or half of the required windows shall be openable.
3. Clearly show the required paved vehicle parking and maneuvering areas.
4. Show dimensions of all existing and proposed fences.
5. **TWENTY-FOUR HOURS NOTICE REQUIRED FOR INSPECTIONS.** Inspections are conducted Monday through Friday between 9am – 12pm 1pm -- 3pm. All the inspections must be scheduled at least a minimum of 24 hours in advance. You must have your permit number available when scheduling. You will be contacted the day before your inspection with a time. Confirmation of the inspection time is required by the applicant before 9am of the day of the scheduled inspection. No inspections will be performed without confirmation of the inspection time.

Ample time must be allowed for the inspector to review the plans.

The need for properly prepared plans is for your protection. Plans approved by the office are closely followed on the job will result in the work being approved by the inspector and save you time and money.

Please note that your project will be reviewed by the Planning Department and may be subject to requirements of Planning before the building permit may be issued. If you have any questions about compliance with local zoning codes, please contact the Planning Manager at City Hall.

**CITY OF GREENFIELD
BUILDING PERMIT APPLICATION**

Permit #	_____
BP Fee	_____
PC Fee	_____
SM Fee	_____
AB717	_____
CBS	_____
Total	_____

PLEASE PRINT ALL INFORMATION

Name of Applicant _____ Date _____

Email _____

Phone () _____ Hours Available _____

Street Address of Building Site _____

Assessor's Parcel No. _____

Please check one: Residential _____ Commercial _____

CIRCLE ALL THAT APPLY:
New Construction Addition Renovation Repair Fire damage Remodel

What is being built or Installed _____

Valuation _____ Square footage _____

Will there be any: Electrical _____ Plumbing _____ Gas _____

What gas appliances are located in this building or addition _____

Name of Property Owner _____ Phone () _____

Mailing Address _____ City _____ Zip _____

Are you as owner going to be doing the work? _____

Contractor's Name _____ Phone () _____

Mailing Address _____ City _____ Zip _____

Contractor's State License # _____ Class _____

Do you have a City Business License? YES or NO If so, when does is expire? _____

IF THIS IS A COMMERCIAL OR A NON-EXEMPT BUILDING, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name of Architect or Engineer _____ Phone () _____

Mailing Address _____ City _____ Zip _____

Architect or Engineer's License No. _____

OWNER OR CONTRACTOR'S SIGNATURE

**IDENTIFY WHO WILL PERFORM THE WORK
(Complete either 1 or 2)**

1 – CALIFORNIA LICENSED CONTRACTOR'S 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 Name _____

Address: _____

License Class and No. _____

Contractor Signature _____

2 – OWNER-BUILDER'S 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 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' 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>.

Property Owner or Authorized Agent

signature _____ Date _____

**IDENTIFY WORKERS' COMPENSTATION COVERAGE
AND LENDING AGENCY**

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.

WORKERS' COMPENSATION DECLARATION

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 _____ Exp. Date _____

Name of Agent _____ Tel No. _____

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.

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 and Address _____

DECLARATION BY CONSTRUCTION PERMIT APPLICANT

By my signature below, I certify to each of the following:

I am a California licensed contractor or the property owner* or authorized to act on the property owner's behalf**.

I have read this construction permit 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 or county to enter the above-identified property for inspection purposes.

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

*requires separate verification form

**requires separate authorization form

Signature _____ Date _____

LIMITATIONS ON PERMIT

303.3 Validity of Permit. The issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of the code or other ordinances of the jurisdiction shall not be valid.

The issuance of a permit based on plans, specifications and other data shall not prevent the Building Official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on thereunder when in violation of this code or any other ordinances of this jurisdiction.

303.4 Expiration. Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be half (½) the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a cancelled permit after 1 year, the permittee shall submit new plans and pay new plancheck fees and full permit fee.

A permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permit- tee for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. Permits shall not be extended more than once.

Failure to request and receive inspection within 180 days from the LAST CITY RECORDED INSPECTION constitutes a condition of suspension or abandonment.

304.4 Expiration of Plan Review. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken.

304.5.1 Investigation. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

304.5.2 Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

PLAN REVIEW FEE(S) / PERMIT FEE(S) / SERVICES FEE(S) DECLARATION

PERMIT EXPIRATION / ABANDONMENT: I understand that if this permit application is Abandoned in any way or if this permit application is Expired by Limitation I shall be responsible for all plancheck fees and all other fees for services associated with this permit application that were provided by the City of Greenfield prior to abandonment or expiration.

PERMIT ISSUANCE: I understand that there may be additional fees due at time of permit issuance in addition to the plancheck fee(s) that were paid when I submitted my permit application. Contact the Building Department for additional information.

I have read and understand the information provided on this document, and have received a copy for my reference.

DATE

OWNER OR GENERAL CONTRACTOR