



Building Permits & Inspection Division

General Information: (916) 875-5296
www.building.saccounty.net

Table with 4 columns: Full Service Center, East Area Service Center, Bradshaw Center, North Area Service Center. Includes addresses and hours of operation for each center.

Production Home Building Permit Application

Form with multiple sections for applicant and contractor information, including fields for Name of Applicant, Name of Contractor, Name of Owner, Name of Architect/Engineer, Inspection Disciplines, Nature of Work, Master Plan #, Elevation, Number of Stories, Square Footage, and Public Water/Sewer/Sprinkled status.

Valuation: \$ The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems including solar PV systems. If, in the opinion of the building official, the value is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official. Valuation includes all permanent equipment and is based on FAIR MARKET VALUE for labor and materials. New construction will be based on a County established per square foot cost.

Under Penalty of perjury, I declare that I have examined this application and all accompanying documents, and to the best of my knowledge and belief, they are true, correct, complete and that I am the owner or duly authorized agent of the owner. I agree to comply with all county and state laws relating to building construction. I hereby authorize representatives of the County of Sacramento to enter upon the above-mentioned property for inspection purposes.

Print Name: Signature: Date:
Contractor Owner Agent for Contractor
Agent for Owner - Requires a wet signed letter from the owner giving you authorization to act as agent (of owner) before the permit can be issued.

## Important Notices & Instructions to the Applicant

California State law requires that every permit applicant provide specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applicants must provide the information requested on Permit Application. If you are unsure about any item, counter staff will assist you. **Please note that all fees and costs associated with this permit are those in force at the time of the transaction and not the date of the permit.**

### EXPIRATION OF PERMIT

Every permit issued by the Building Official under the provisions of the technical codes shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit or 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, the permit shall be renewed. The fee for renewal shall be one-half 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 permit after the building or work has been suspended or abandoned or the permit has been expired for a period exceeding one year, the permittee shall pay a new full permit fee. Permits deemed to have been expired shall be subject to all permit related fee increases and new fees in effect at the time of permit renewal as applicable subject to the discretion of the Building Official. The Building Official shall have discretion to adjust permit renewal fees when extenuating circumstances exist.

Permits will be deemed to have expired if there has been no inspection of work within a 180-day period.

When the work is not ready for a required inspection within 180 days of the last inspection, the permittee must request a progress inspection to keep the permit active. Any applicant holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the applicant 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 applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No permit shall be extended more than once. All building permits shall expire two years after the issuance date. The permit may be extended beyond this period if the work authorized by the permit is being diligently pursued but only upon written request by the applicant. Review of the request and granting of an approved time extension beyond two years shall be made by the Building Official.

### REFUND OF FEES

The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected. The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant not later than 180 days after the date of fee payment. (Use Refund Request Form #FE-10)

### RE-INSPECTION FEES

A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not completely ready, when there are excessive failed inspections, when excessive inspections place the County at the risk of financial loss or when previous written corrections have not been made, when the job address is not clearly posted and visible from the street or the front of the building, where the inspector has no access to the work to be inspected, when the approved plans are not readily available to the inspector, when the permit, or a copy, and/or any previous correction notice(s) are not in the building permit job folder and for deviating from the approved plans requiring the approval of the Building Official.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is completely ready for such inspection, excessive inspections resultant from failed inspections or when plans and/or permit documents are not available to the inspector at the site where the inspection is to be performed. To obtain a re-inspection, the applicant shall pay the re-inspection fee in accordance with the Sacramento County Code. In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

## **INSPECTION REQUESTS**

It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code. Requests for inspections shall be filed at least one working day before such inspection is desired. Such request may be made, in person at one of the permit offices, using the automated telephone system (916) 875-5296 or electronically on line at [www.building.saccounty.net](http://www.building.saccounty.net). To schedule an inspection on line you must first register per the instructions found on the website. Scheduled inspections may be delayed (rolled to the next day) when a day's inspection requests are beyond the capability of our staff to complete them.

## **QUANTITY OF INSPECTIONS**

Each permit is allotted a specific number of inspections. The number of inspections allotted is stated in the description of the permit scope of work and also on the Inspection Work Sheet attached to the permit. This number is the budgeted maximum number of inspections estimated for the work described in the permit. If the actual number of inspections is exceeded then re-inspections/ added inspections and the fees resultant from these may be assessed.

Re-inspections or added inspections may also be assessed if, in the judgment of the building official, the permitted work is in such condition that a reassessment of the as-built work performed to date warrants re-evaluation.

## **INSPECTION MEANS AND METHODS, ACCESS TO THE WORK AND DOCUMENTATION**

Beginning on January 1, 2015 the County of Sacramento Building Permits & Inspections will no longer provide ladders for Residential and Commercial inspections. It shall be the duty of the person, applicant or their representative requesting the inspection required by the code to provide safe and full access to and the means of inspection of the work.

Ladders that are provided for the purpose of making inspections of the work shall be rated a minimum of "Extra Heavy Duty IA type and comply with Cal-OSHA Subchapter 7 – General Safety Orders: Group 1, General Physical Conditions and Structures: Article 4 – Access, Work Space and Work Areas.

This policy is in compliance with the California Residential Code, California Mechanical Code, California Plumbing Code and the County of Sacramento Building Division Policy.

Applicant shall please take notice that if, for any reason, in the judgment of the Inspector, the work area is unsafe or that adequate access and means of conducting an inspection of the work is impeded or equipment furnished is unsafe the inspector shall have the sole discretion to terminate the inspection. Rescheduled and/or reinspections will be subject to the payment of fees for such additional work.

Some inspections may include and/or require photographic and/or video documentation as a part of the inspection process. Such documentation shall be limited to those items of work covered under the permit. Video or digital photographic materials may be submitted to the Sacramento County Building Permits & Inspection Division either by County inspection personnel or by third parties. However, acceptance of such documentation shall be at the sole discretion of the Chief Building Official. Photographic or video documentation, if accepted, shall be maintained by the Sacramento County Building Permits & Inspection Division and made a part of the permit record.

As a condition of permit issuance, the permit applicant and property owner(s) hereby expressly consent to photographic and/or video recordation and documentation for inspection purposes. The permit applicant and property owner(s) also hereby expressly grants permission to the Sacramento County Building Permits and Inspection Division, its assigns and related entities, to maintain said photographic or video recordings as part of the permit record kept in the ordinary course of business. Additionally, the permit applicant and property owner(s) hereby expressly grant to the Sacramento County Building Permits and Inspection Division ownership and rights to this photographic and/or video recordation and documentation and waive any claims or causes of action related thereto. Further, the permit applicant and property owner(s) shall indemnify, defend, and hold harmless the County of Sacramento, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the use and maintenance of photographic and/or video recordation and documentation for inspection purposes.

## **REQUIRED DECLARATIONS**

**Please complete all applicable sections in the declarations below including addresses and Zip Codes.**

This application is not the permit. A valid permit results when the complete permit is approved, permit fees paid in full, receipt is acknowledged and the permit is issued by the Chief Building Official.

### **BUILDING COMMISSIONING DECLARATION**

The 2016 Building Energy Efficiency Standards - Section 120.8 Building Commissioning are incorporated by reference into the requirements of this building permit and the Applicant shall, by the issuance thereto, affirm that this project shall meet the Owner's Project Requirements (OPR) as defined under this section. This shall include Design Phase Design Review and reviewer

requirements as specified under Section 120.8 (d) and Section 10-103 Part 1 which shall be completed prior to submittal for BPI permitting.

**LICENSED CONTRACTOR'S DECLARATION**

This statement may be signed by the contractor or a corporate officer of a construction company, including President, Vice President, Secretary, Treasurer, Trustee, Chairman of the Board, or Responsible Managing Employee (RME). An agent for the contractor may sign only if the Building Inspection Division has received a letter from the contractor authorizing the agent to sign. The person signing must list their title.

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.

License No.: \_\_\_\_\_ License Class: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER-BUILDER DECLARATION**

This statement may be signed by the owner, tenant, lessee, architect, engineer, or an agent of any of these. **One** of the three boxes must be checked. The owner must also complete and sign the Worker's Compensation Declaration.

\_\_\_\_\_ 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.

Signature of Property Owner or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**WORKERS' COMPENSATION DECLARATION**

This statement must be signed by the contractor, owner, tenant, lessee, or an agent of these.

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 the Labor Code, for the performance of the work for which this Permit is issued.

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

\_\_\_\_\_ 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 Number: \_\_\_\_\_

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 the Labor Code, I shall forthwith comply with those provisions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION REGARDING CONSTRUCTION LENDING AGENCY**

This section must be completed and available for public inspection during the regular business hours of the Authority. This is required so contact information is available for a claimant to give preliminary notice prior to filing a mechanics lien.

\_\_\_\_\_ 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...

Lender's Name: \_\_\_\_\_

Lender's Address: \_\_\_\_\_

\_\_\_\_\_ I hereby affirm under penalty of perjury that **THERE IS NOT** a construction lending agency for the performance of the work for which this permit is issued.

**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 California building codes, 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.

Signature of Property Owner or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Responsibility for Inspection of your Permitted Work  
General Information for the Contractor and Property Owner**

(This document shall be placed in each permit folder and a copy given to the property owner by the permittee)

All permitted work requires one or more inspections by our County Building Permits and Inspectors to verify that the work has been done correctly and that the public will have safe use of any building project.

- The contractor shall coordinate work and inspections and is responsible for fulfilling the requirements of his contractor's license when involved in any building construction work.
- The current property owner (and/or future owner) is ultimately the responsible party in meeting the requirements of the permit to ensure that the permitting and inspections were completed on their property. Even if a permitted project is abandoned by a contractor or the contractor is terminated by the property owner, the property owner still remains the responsible party in meeting the requirements of receiving "final approval" and the appropriate Certificate of Occupancy issued by Building Permits and Inspection.
- A future owner of property with any existing building structures continues to be responsible for the completion and compliance of these previously constructed building projects. This is true even when the property is bought through a foreclosure process. A building violation remains a building violation until corrections are made, permits are secured and the project has received final approval from the County of Sacramento Building Permits and Inspection.

Note: Often when the "Final Inspection Approval" and sign off by Sacramento County Building Permits and Inspection does not occur, this could result in the building permit expiring 6 months following its issuance due to lack of continuing progress and inspections. The "expired permit" will require a fee for renewal (reinstatement) to allow completion of inspections and final approval. The completion of the work and final inspection then becomes the responsibility of the property owner. Generally, the Building Permits and Inspection department will not pursue the contractor who did not adequately complete the inspection process, however, the property owner does have the rights to pursue legal action and/or file a complaint with the CSLB: <http://www.cslb.ca.gov> or seek civil resolution through the court system.

Consistent with California Building Code and California Residential Code, when the inspector has signed "Final Approval" on Residential permit folder, it is considered the 'Certificate of Occupancy'. For Commercial building projects, an actual 'Certificate of Occupancy' document shall be issued after completion of all inspections and record keeping. Ask the field building inspector about this process and when and how you should receive this document. It is recommended that all property owners and/or contractors retain the building permit folder as a permanent record for any and all work performed on the property.

- Under Penalty of perjury, I declare that I have examined this entire application, pages 1 through 5, and all accompanying documents, and to the best of my knowledge and belief, they are true, correct, complete and that I am the owner or duly authorized agent of the owner. I agree to comply with all county and state laws relating to building construction. I hereby authorize representatives of the County of Sacramento to enter upon the above-mentioned property for inspection purposes.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Contractor
- Owner
- Agent for Contractor
- Agent for Owner – Requires a wet signed letter from the owner giving you authorization to act as agent (of owner) before the permit can be issued.