



City of San Diego  
**Development Services**  
 1222 First Ave., MS-301  
 San Diego, CA 92101-4154  
 (619) 446-5000

# General Application

THE CITY OF SAN DIEGO

Part I (Complete for all permits/approvals)	<b>1. Approval Type:</b> Check appropriate box for type of approval needed. <i>Separate electrical, plumbing and/or mechanical permits are required for projects other than single-family residences or duplexes</i> • <input type="checkbox"/> Electrical • <input type="checkbox"/> Plumbing/Mechanical • <input type="checkbox"/> Sign <b>• Construction Permits:</b> <input type="checkbox"/> Structure <input type="checkbox"/> Grading <input type="checkbox"/> Public Right-of-Way; • <input type="checkbox"/> Subdivision • <input type="checkbox"/> Demolition/Removal <b>• Development Permits:</b> <input type="checkbox"/> Neighborhood Use <input type="checkbox"/> Coastal <input type="checkbox"/> Neighborhood Development <input type="checkbox"/> Site Development <input type="checkbox"/> Planned Development <input type="checkbox"/> Conditional Use <input type="checkbox"/> Variance • <input type="checkbox"/> Vesting Tentative Map • <input type="checkbox"/> Tentative Map • <input type="checkbox"/> Map Waiver • <input type="checkbox"/> Other _____				
	<b>2. Project Address:</b> Include Building or Suite No. _____		<b>Project Title:</b> _____		<b>Project No. For City Use Only</b> _____
	<b>Legal Description:</b> (Lot, Block, Subdivision Name & Map Number OR Parcel and Parcel Map Number) _____				<b>Assessor's Parcel No.</b> _____
	<b>Existing Use:</b> _____		<b>Proposed Use:</b> _____		<b>Total Floor Area:</b> _____
	<b>Project Description:</b> _____ _____				
	<b>3. Engineer/Architect/Designer Name</b> _____ Fax Number _____				
	Address _____		City _____	State _____	Zip Code _____ Telephone _____
	<b>4. Property Owner/Lessee Tenant Name</b> Please check one <input type="checkbox"/> Owner <input type="checkbox"/> Lessee or Tenant Fax Number _____				
	Address _____		City _____	State _____	Zip Code _____ Telephone _____
	Part II (Complete for building, plumbing, electrical, mechanical or sign permits)	<b>5. Contractor Name</b> (not required for development permits) _____ Fax Number _____			
Address _____		City _____	State _____	Zip Code _____ Telephone _____	
State License No. _____		License Class _____	City Business Tax No. _____		
<b>Licensed Contractor's Declaration:</b> I hereby affirm 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.					
Signature _____		Title _____	Date _____		
<b>6. Workers' Compensation Declaration:</b> I hereby affirm under penalty of perjury one of the following declarations:					
<input type="checkbox"/> a. I have and will maintain a certificate of consent to self-insure for workers' compensation as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.					
<input type="checkbox"/> b. I have and will maintain workers' compensation, 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:					
Insurance Company _____		Policy No. _____	Expiration Date _____		
(This section need not be completed if the permit is for one hundred dollars (\$100) or less).					
<input type="checkbox"/> c. 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 _____		Date _____			
<b>Warning:</b> 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.					
<b>7. Owner-Builder Declaration:</b> I hereby affirm that I am exempt from the Contractor's License Law for the following reason [Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9, commencing with Section 7000, of Division 3 of the Business and Professions Code) or that he is exempt therefrom, 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)]:					
<input type="checkbox"/> I, as owner of the property, or my employees with wages as their sole compensation, will do the work and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such 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 he did not build or improve for the purpose of sale.).					
<input type="checkbox"/> I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law).					
<input type="checkbox"/> I am exempt under Section _____, B.&P.C. for this reason.					
Signature _____		Date _____			
<b>8. Construction Lending Agency:</b> I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C). If the name of the lending agency is not known, the word "unknown" should be written here.					
Lender's Name: _____		Lender's Address: _____			

CONTINUED ON REVERSE SIDE

<b>Part III</b> <i>(Complete as required)</i>	<b>9. Financially Responsible Party</b> (complete for projects requiring a deposit account)				
	Name/Firm Name		Address		
	City	State	Zip Code	Telephone	Fax No.
	<p><b>Financially Responsible Party Declaration:</b> I understand that City expenses may exceed the estimated advance deposit and, when requested by the City of San Diego, will provide additional funds to maintain a positive balance. Further, the sale or other disposition of the property does not relieve the individual or Company/Corporation of their obligation to maintain a positive balance in the trust account, unless the City of San Diego approves a Change of Responsible Party and transfer of funds. Should the account go into deficit, all City work may stop until the requested advance deposit is received.</p> <p><input type="checkbox"/> This is a continuation of existing project _____ Please use the existing deposit account _____</p> <p>Print Name: _____ Title: _____</p> <p>Signature* _____ Date: _____</p> <p><small>*The name of the individual and the person who signs this declaration must be the same. If a corporation is listed, a corporate officer must sign the declaration (President, Vice-President, Chairman, Secretary or Treasurer)</small></p>				
<b>Part IV</b> <i>(Complete for all permits/approvals)</i>	<b>10. Public Notice Certification:</b> <i>(To be completed when a public notice package is required.)</i>				
	I hereby certify that the names and addresses submitted with the Public Notice package are current and accurate for the project site and for all of the properties located within 300 feet of the exterior boundaries of the property described in this application, and that the Assessor's Parcel Number and ownership information were obtained from the latest adopted San Diego County Tax Roll, and any update thereto, maintained in the office of the San Diego County Tax Assessor on _____ 20____. I understand that if it is found that any of this information is incorrect, the applicant will have to file a new and corrected list of impacted property owners and occupants with the City and any public hearing conducted for the project application may be declared null and void by the decision-making body or by the courts and the application may have to be refiled and the processing fee/deposit paid again				
	Signature _____		Title _____		Date _____
	<b>11. Applicant Information:</b> <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Agent for Property Owner <input type="checkbox"/> Other Entitled Person				
Name:		Fax Number			
Address		City	State	Zip Code	Telephone
<p><b>Applicant's Signature:</b> I certify that I have read this application and state that the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application (Municipal Code Section 112.0102). I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations.</p> <p>Signature _____ Date _____</p>					

**Important Instructions to Applicant**

California State law requires every permit applicant to provide specific information and certain declarations regarding the proposed work. **The following instructions describe who may sign the required declarations.**

**Licensed Contractor**

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 when a letter of authorization from the contractor authorizing the agent to sign is presented at permit issuance. The person signing must list his/her title.

**Workers' Compensation Declaration**

This statement may be signed by the contractor, owner, tenant, lessee or an authorized agent of one of these. A valid Certificate of Workers' Compensation Insurance must be presented at permit issuance. The certificate:

- a. Must show the name of the insured.
- b. Must list the policy number, effective date, and expiration date of the insurance policy.

If item 6.c. is checked, only the contractor or owner may sign this area, **NOT AN AGENT**. This section is signed only when the owner or contractor will have no employees on the job. If, after signing the exemption from the Workers' Compensation provisions of the Labor Code, the contractor or owner-builder should become subject to

such provisions, they must forthwith comply. In the event they do not comply with the Workers' Compensation Law, the permit shall be deemed revoked.

**Owner-Builder Declaration**

This statement may be signed by the owner, lessee, tenant, architect, engineer, licensed pest control operator, or an authorized agent of any of these. In every case, a separate Owner-Builder Verification form (DS-3042) must also be signed by the owner.