



City of San Diego
Development Services
 1222 First Ave., MS-302
 San Diego, CA 92101
 (619) 446-5000

General Application

FORM DS-3032
 MAY 2009

Part I (Must be completed for all permits/approvals)

1. Approval Type: Check appropriate box for type of approval needed. Separate electrical, plumbing and/or mechanical permits are required for projects other than single-family residences or duplexes Electrical, Plumbing/Mechanical Sign Structure Grading Public Right-of-Way; Subdivision Demolition/Removal Development Approval Vesting Tentative Map Tentative Map Map Waiver Other: _____

2. Project Address/Location: Include Building or Suite No. **Project Title:** **Project No.:** For City Use Only

Legal Description: (Lot, Block, Subdivision Name & Map Number) **Assessor's Parcel Number:**

Existing Use: **Proposed Use:**

Project Description:

3. Property Owner/Lessee Tenant Name: Check one Owner Lessee or Tenant Telephone: Fax:

Address: City: State: Zip Code: E-mail Address:

4. Permit Holder Name - This is the property owner, person, or entity that is granted authority by the property owner to be responsible for scheduling inspections, receiving notices of failed inspections, permit expirations or revocation hearings, and who has the right to cancel the approval (in addition to the property owner). SDMC Section 113.0103.

Name: Telephone: Fax:

Address: City: State: Zip Code: E-mail Address:

5. Hazardous Waste and Substances Statement - Section 65962.5f of the State of California Government Code requires that, before the City of San Diego accepts as complete an application for any development project, the applicant submit a signed statement indicating whether or not the project site is identified on the State of California Hazardous Waste and Substances Sites List. This list identifies known sites that have been subject to releases of hazardous chemicals, and is available at http://www.dtsc.ca.gov/SiteCleanup/Cortese_List.cfm.

The development project and any alternatives proposed in this application is is not contained on the lists compiled pursuant to Section 65962.5 of the Government Code.
 If Yes, provide Regulatory Identification Number: _____ Date of List: _____

6. Historical Resources -
 a. Year constructed for all structures on project site: _____
 b. HRB Site # and/or historic district if property is designated or in a historic district (if none write N/A): _____
 c. Does the project include any permanent or temporary alterations or impacts to the exterior (cutting-patching-access-repair, roof repair or replacement, windows added-removed-repaired-replaced, etc) Yes No
 d. Does the project include any foundation repair, digging, trenching or other site work Yes No

I certify that the information above is correct and accurate to the best of my knowledge. I understand that the project will be distributed/reviewed based on the information provided.

Print Name: _____ Signature: _____ Date: _____

7. Notice of Violation - If you have received a Notice of Violation for this site, a copy of this notice must be provided at the time of project submittal. Failure to provide the Notice may result in delayed processing of your project. Is there an active code enforcement violation case on this site? Yes No If yes, is copy of notice attached? Yes No

8. Applicant Name: Check one Property Owner Authorized Agent of Property Owner Other Person per M.C. Section 112.0102 Telephone: Fax:

Address: City: State: Zip Code: E-mail Address:

Applicant's Signature: 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. I authorize representatives of the city to enter the above-identified property for inspection purposes.

Signature: _____ Date: _____

Project Address/Location: Include Building or Suite No.

Project No. For City Use Only

Part II (Must be completed for all Construction Permits, except Grading and Public Right-of-way)

9. Contractor Name (not required for development permits)

Telephone:

Fax:

Address:

City:

State:

Zip Code:

E-mail Address:

State License No.:

License Class:

City Business Tax No.:

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.

Print Name: _____

Signature: _____

Title: _____

Date: _____

License Class: _____

License Number: _____

10. Workers' Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations:

- 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.
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).

- 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.

Print Name: _____

Signature: _____

Date: _____

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.

11. Owner-Builder Declaration: I hereby affirm under penalty of perjury 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)]:

- a. 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).
b. 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).
c. I am exempt under Code Section: _____ B.&P.C. For this reason: _____

Owner's or authorized agent's name: _____

Signature: _____

Date: _____

12. Construction Lending Agency: 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: _____

Important Instructions to Applicant

California State Law (Health & Safety Code Section 19825-29) requires every permit applicant to provide specific information and certain declarations.

Business Tax Certificate

SMDC Section 31.0301 requires that every person doing business within the City of San Diego shall pay an annual business tax. The Contractor's Business Tax Certificate number is required prior to issuance of any permits.

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: Must show the name of the insured and must list the policy number, effective date, and expiration date of the insurance policy.

If item 10.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.