



**APPLICATION FOR PERMIT TO CONSTRUCT**

(SEE REVERSE SIDE OF FORM FOR INSTRUCTIONS AND ADDITIONAL INFORMATION)

**CONTRACTOR/OWNER BUILDER DECLARATIONS**

*Not required for commercial modulars or Recreational Vehicles*

**1. LICENSED CONTRACTORS 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.

License Class \_\_\_\_\_ Lic. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_

**2. OWNER-BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractors 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 or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she 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.):

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 of offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her 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 or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.)

I am exempt under Sec. \_\_\_\_\_, B. & P.C. for this reason:

Owner \_\_\_\_\_ Date \_\_\_\_\_

**3. 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, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

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 \_\_\_\_\_

(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

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 workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant \_\_\_\_\_ 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.**

**4. 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 (Sec.3097, Civ. C.).

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

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

**5. CERTIFICATION**

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant or Agent \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 1 - OWNER/APPLICANT INFORMATION**

Park Name \_\_\_\_\_

Park Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

Zip \_\_\_\_\_ Unincorporated \_\_\_\_\_ Incorporated \_\_\_\_\_

Park Owner \_\_\_\_\_

APPLICANT \_\_\_\_\_

CONTRACTOR  OWNER  Other \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Architect/Engineer \_\_\_\_\_ Lic. No. \_\_\_\_\_

Address \_\_\_\_\_ Tel. No. \_\_\_\_\_

**SECTION 2 - DESCRIPTION OF WORK AND VALUATION**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Valuation \$ \_\_\_\_\_

**SECTION 3 - ACCESSORY BUILDINGS or STRUCTURES**

NEW  REINSTALL Standard Plan Approval No. \_\_\_\_\_

Awning  Carport  Porch  Cabana

Other (specify) \_\_\_\_\_

OWNER \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

RESIDENT \_\_\_\_\_ Tel. No. \_\_\_\_\_

Lot No. \_\_\_\_\_

**SECTION 4 - MANUFACTURED HOME/MOBILEHOME INSTALLATION**

Owner \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

Resident \_\_\_\_\_ Lot No. \_\_\_\_\_

Serial Number(s) \_\_\_\_\_

Date of MFG. \_\_\_\_\_ Manufacturer Name/

Insignia/HUD Model Name \_\_\_\_\_

Label No. \_\_\_\_\_

**SECTION 5 - PARK OWNER, OPERATOR OR MANAGER SIGNATURE**

APPROVED:

(Signature Required) \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT USE ONLY**

ID. No. \_\_\_\_\_

MP  AS  MHI

Closed By \_\_\_\_\_

Date Closed \_\_\_\_\_

**COLLECTION INFORMATION**

Collection # \_\_\_\_\_

Fee Rec'd \_\_\_\_\_

Collection Date \_\_\_\_\_

Assigned To \_\_\_\_\_

Routed By \_\_\_\_\_

Upon Department approval to release, and payment of fees, this permit is issued only for items validated below.

PERMIT # \_\_\_\_\_

MH ACC/S \_\_\_\_\_

MP \_\_\_\_\_

BLDG \_\_\_\_\_

MHI \_\_\_\_\_

MISC. \_\_\_\_\_

TECH SER. \_\_\_\_\_

PLC'K \_\_\_\_\_

S.M.I. \_\_\_\_\_

ISSUE \_\_\_\_\_

TOTAL \_\_\_\_\_

**DIVISION PROCESS RECORD**

Application \_\_\_\_\_

Local Planning \_\_\_\_\_

Local Fire \_\_\_\_\_

Local Health \_\_\_\_\_

Public Works \_\_\_\_\_

Environmental Impact \_\_\_\_\_

Negative Declaration \_\_\_\_\_

School Impact Fees \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Issued By \_\_\_\_\_

\_\_\_\_\_

Expires \_\_\_\_\_

## INSTRUCTIONS

**ACCESSORY STRUCTURES:** Complete Sections 1, 3, 5 and Contractor/Owner Builder Declarations. Submit the completed application and the required fees to the appropriate Area Office listed below.

**MANUFACTURED HOME/MOBILEHOME INSTALLATION:** Complete Sections 1, 4, 5, and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

**18551 FOUNDATION SYSTEM:** Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and the required fees to the appropriate Area Office listed below.

**PARK UTILITIES:** Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

**NEW PARKS AND PERMANENT BUILDINGS:** Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

Northern Area Office  
9342 Tech Center Drive, Suite 550  
Sacramento, CA 95826  
(800) 952-8356

Southern Area Office  
3737 Main St., Suite 400  
Riverside, CA 92501  
(800) 952-8356

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- SECTION 1 -** OWNER/APPLICANT INFORMATION: Enter the park name and address. Indicate if the park is located in an unincorporated area or an incorporated area. Enter the park owner's name(s). Enter the applicant's name, address and telephone number (The Department will contact or correspond with the party that is entered as the applicant.) Check the appropriate box to describe the applicant. If the box "Other" is marked, please indicate the relationship to the owner. If the requested services involve an architect or engineer, enter the architect or engineer's name, address, telephone number, and license number.
- SECTION 2 -** DESCRIPTION OF WORK AND VALUATION: Provide a description of the work to be performed (i.e., installing a manufactured home on a foundation system, etc.) Enter the total cost of the work to be performed (total contract price).
- SECTION 3 -** ACCESSORY BUILDINGS or STRUCTURES: Check the appropriate box to indicate if the accessory building/structure is a new installation or a reinstallation. A new installation means a new accessory building or structure or an accessory building or structure that has not previously been installed with the unit. A reinstallation means an accessory building or structure that is being reinstalled for the same purpose as the original installation. Enter the Standard Plan Approval Number if this is a new installation. Check the appropriate box to indicate the type of accessory building/structure. If the box "Other" is checked, enter the type of building/structure on the line provided (i.e. storage building, greenhouse, etc.). Enter the name, telephone number and address of the owner. If the occupant of the manufactured home/mobilehome is other than the owner, enter the name of the resident, telephone number and the lot number where the unit is located.
- SECTION 4 -** MANUFACTURED HOME/MOBILEHOME INSTALLATION: Enter the name, telephone number and address of the owner. If the occupant of the manufactured home/mobilehome is other than the owner, enter the name of the resident and the lot number where the unit is located. Enter the serial number(s) of the manufactured home/mobilehome. The serial number(s) can be located on the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or on the front cross member of the unit. Enter the year the unit was manufactured. Enter the manufacturer's name and Model name. This information can be obtained from the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or may be designated on the outside of the unit itself. Enter the California Insignia Number(s) or HUD Label Number(s) issued for this unit, if known.
- SECTION 5 -** PARK OWNER, OPERATOR OR MANAGER SIGNATURE: The signature of the park owner, operator or manager is required along with the date the form is signed. This signature is an acknowledgment that the park is aware and approves of the services being requested in this application.

### CONTRACTOR/OWNER BUILDER DECLARATIONS

**Contractor:** Contractors proposing construction are required by state law to provide the following information:

- Item 1 - Licensed Contractor Declaration: Enter the contractor's license class, license number, date the license expires, the contractor's signature and date.
- Item 3 - Workers' Compensation Declaration: Place a check mark next to the declaration regarding the workers' compensation coverage that applies to the contractor. If the second declaration is marked, the contractor must also provide the carrier's name and policy number. This item must be signed by the contractor and dated.
- Item 4 - Construction Lending Agency: If there is a construction lending agency for the performance of the work for the service being requested, enter the name and address of the lending agency. If there is no lending agency involved, enter the word "none."
- Item 5 - Certification: The certification must be signed and dated by the contractor or agent on behalf of the contractor.

**Owner Builder:** If the work or activity as described on the application, is being completed by the owner, the owner must complete the following items:

- Item 2 - Owner-Builder Declaration: Place a check mark next to the declaration which is applicable. If the third declaration is marked, enter the section number from the Business and Profession Code which provides the exemption and the reason for the exemption. The owner must also sign and date this section.
- Item 5 - Certification: The certification must be signed and dated by the owner.