
POLICY NUMBER: 26-030**AUTHORIZED SIGNATURES ON PERMITS****PURPOSE:**

To establish a standardized procedure for obtaining and verifying signatures on permit applications, ensuring compliance with California law and protecting public safety. This policy provides clear guidance to staff on verifying that all work is performed by appropriately licensed or authorized individuals, reducing potential liability and ensuring regulatory compliance.

POLICY:**1. Contractor Declaration**

- Only the licensed contractor or their authorized representative may sign the permit application.
- Contractors must provide their license number and classification as required by the California Contractors State License Board (CSLB).
- If a representative signs on behalf of the licensee, written authorization on company letterhead, signed by the licensee, must accompany the permit application.

2. Owner-Builder Declaration

- Property owners may act as their own general contractor only if they meet CSLB owner-builder requirements.
- Applicants must select one of the following exemptions:
 1. Perform work themselves or with their employees only; limited use for properties intended "for sale."
 2. Contract exclusively with licensed contractors pursuant to CSLB law.
 3. Exemption under specific provisions of the Business & Professions Code, including citation of the relevant section. This option is rarely used and requires careful staff review.
- For residential permits, agents may obtain an owner-builder permit only with a notarized letter of authorization from the property owner, which shall be retained with the permit record.

3. Worker's Compensation Declaration

All permit applicants, whether contractors or owner-builders, must declare their worker's compensation status:

1. Contractor has, and will maintain, a valid certificate of worker's compensation insurance, with carrier and policy number provided. Staff must verify coverage at the time of permit issuance.
2. Contractor or owner-builder will not employ any person such that they become subject to California worker's compensation laws.

3. Contractor has, and will maintain, a valid certificate of consent to self-insure as allowed under B&P §3700.

4. Construction Lending Agency Declaration

- Required if the project is financed.
- Applicant must provide the lender’s name and address; if not applicable, indicate “Not Applicable.”
- This ensures compliance with mechanic’s lien and lender notice requirements.

5. Hazardous Materials / AQMD Declaration

- Required for non-residential projects.
- Applicants are notified of potential Air Quality Management District (AQMD) permit requirements for hazardous materials or pollution control.
- Compliance may require submission and approval of a Risk Management Plan (RMP) prior to issuance of a Certificate of Occupancy.

6. Demolition / Asbestos Declaration

- Required for demolition permits.
- Applicants are informed of compliance requirements under Health & Safety Code §19827.5 and any asbestos abatement obligations.

7. Final Declaration

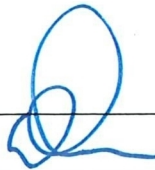
- Applicant must declare, under penalty of perjury, the truth and accuracy of all information provided.
- Signatory must be the property owner for owner-builder permits or the authorized contractor representative for contractor-issued permits.

EXCEPTION:

1. Non-residential permits: Tenants may apply for owner-builder permits with proper authorization from the property owner.
2. Residential permits: Agents must submit a notarized letter of authorization from the owner to act on their behalf.

ANALYSIS:

This policy protects the City and staff from liability by ensuring that permits are issued only to appropriately licensed or authorized individuals. Courts have held cities responsible for issuing permits to unlicensed individuals or without verifying worker’s compensation coverage (e.g., *Young v. City of Inglewood*, *Morris v. Marin*). Staff must verify contractor licenses, worker’s compensation coverage, and owner-builder eligibility prior to permit issuance. Except where an obvious violation is known, staff is not responsible for independently verifying the truthfulness of applicant declarations.

<u>Approved:</u> David Dent <i>Deputy Director/Chief Building Official</i>	Signature: 
	Date: 3/4/22