



COMMERCIAL BUILDING PERMIT APPLICATION

Building Department
1480 Main Street
St. Helena, CA 94574
(707) 968-2657

OFFICE USE ONLY	
BUILDING PERMIT#:	_____
PARENT PL#:	_____ PARENTBD#:
SUB BD#	SUB BD#:
FD#:	PW#:

For additional information, forms & documents please visit us on the web at: <http://www.cityofstheleena.org/content/building>

PROPERTY/WORK DESCRIPTION

Site Address: _____ APN: _____

Work Description: _____

COMMERCIAL ACCESSORY OTHER

TENANT IMPROVEMENT NEW ADDITION DEMO REPAIR ALTERATION

Construction Cost (includes design, material, and labor): _____

Occupancy: _____ Use: _____ Construction Type: _____ New Sq. Ft.: _____

PROPERTY OWNER

Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____ Phone #: _____

TENANT INFORMATION

Company Name: _____

Contact Person: _____

Email: _____ Phone #: _____

CONTRACTOR, ARCHITECT AND/OR ENGINEER (PLEASE LIST SEPARATELY ON SEPARATE PAGE IF NECESSARY)

Company Name: _____ Contact Name: _____

License#: _____ Class: _____ Expires: _____

City of St. Helena Business License #: _____ Expires: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

PRIMARY CONTACT **All communication from our office will be made to this person via email.**

Contact Name: _____ Firm Name: _____ License#: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

I represent the Owner Contractor Authorized Agent (Please provide a signed "Agent Authorization Form" or letter)

OWNER-BUILDER DECLARATION (OWNER-BUILDER DISCLOSURE FORM REQUIRED)

(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 Contractor's State 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 shall provide a 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 THE OWNER OF THE PROPERTY, OR MY EMPLOYEES WITH WAGES AS THEIR SOLE COMPENSATION, WILL DO THE WORK, AND THE STRUCTURE IS NOT INTENDED FOR SALE. (Sec. 7044 Business and Professions Code: The Contractor's State License Law does not apply to an owner of the property, who builds or improves thereon, and who does such work himself or herself or through his or her employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold with one year of completion, the builder will have the burden of proving that he or she did not build or improve to the purpose of sale.)

I, AS THE OWNER OF THE PROPERTY, AM EXCLUSIVELY CONTRACTING WITH LICENSED CONTRACTORS TO CONSTRUCT THE PROJECT (Sec. 7044 Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a State Licensed Contractor(s).)

I AM EXEMPT under section _____ for this reason: _____

WORKERS' COMPENSTION DECLARATION

I HAVE AND WILL MAINTAIN A CERTIFICATE OF WORKERS' COMPENSATION INSURANCE, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Carrier: _____ Policy #: _____ Exp. Date: _____

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.

Carrier: _____ Policy #: _____ Exp. Date: _____

I CERTIFY THAT IN THE PERFORMANCE OF THE WORK FOR WHICH THE PERMIT IS ISSUED, I shall not employ any person in any manner as to become the 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 herewith comply with those provisions. **WARNING:** Failure to secure workers' compensation coverage is unlawful, and subjects 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.

I HEREBY AFFIRM UNDER PENALTY OF PERJURY TO THE ABOVE MARKED DECLARATIONS:

Signature: _____ Date: _____

DISCLOSURE STATEMENT

I certify that I have read this application and state that the information herein is correct. I agree to comply with all local ordinances and state laws relating to building construction and I make this statement under penalty of law. Furthermore, I hereby authorize representatives of the City of St. Helena to enter upon the above mentioned property for inspection purposes.

NOTICE: This application will expire in 180 days from the date of submission if the permit is not pursued in good faith. The permit will expire if work is not started in 180 days or if work is abandoned for more than 180 days. A request for an extension of time must be submitted, in writing, to the Chief Building Official within 180 days of issuance, or 180 days from the last approvable inspection.

Plan check fees are due at the time of submission. Incomplete submittals will not be accepted. Fire sprinklers, when required, are a concurrent submission under separate application.

I (We) agree to save, indemnify, and hold harmless the City of St. Helena, its Agents, Officers, Officials, Employees, and Volunteers against judgments, costs and expenses which may in any way accrue against said City in consequence of the granting of this permit.

Signature: _____ Date: _____

Owner Contractor Authorized Agent (must provide a signed "Agent Authorization Form" or letter)