



BUILDING PERMIT APPLICATION

Development Services Department - Building Division

3232 Main Street. Lemon Grove, CA. 91945
Phone: (619) 825-3800 - www.lemongrove.ca.gov

PROJECT NAME (OPTIONAL):

PROPERTY OWNER NAME:

PROJECT STREET ADDRESS:

DAYTIME PHONE NUMBER:

ALTERNATE PHONE NUMBER:

ASSESSOR'S PARCEL #:

EMAIL:

PROPERTY OWNER'S MAILING ADDRESS (IF DIFFERENT):

CITY:

STATE / ZIP:

DESCRIPTION OF WORK:

☐ RESIDENTIAL

☐ COMMERCIAL

☐ New Const. ☐ Addition ☐ Tenant Improvements _____ Total Sq Ft
☐ ARDU ☐ Jr ARDU _____ Total Sq Ft

☐ Re-roof _____ Sq. Ft.
☐ Sign _____ Sq. Ft.
☐ Fire Sprinkler/Alarm _____ Sq. Ft.
☐ Deck _____ Sq. Ft.
☐ Balcony _____ Sq. Ft.
☐ Patio Cover _____ Sq. Ft.
☐ Enclosed Patio _____ Sq. Ft.
☐ Retaining Wall _____ Sq. Ft.
☐ Elec. Upgrade _____ Amps

☐ Photovoltaic System (Solar)
☐ Water Heater
☐ HVAC
☐ Cell Site
☐ Electrical
☐ Plumbing
☐ Other (Please describe below)

Is this application a result of Code Enforcement action?

☐ Yes

☐ No

Does the building have an existing Fire Spinkler System ?

☐ Yes

☐ No

PROJECT SCOPE OF WORK (FULL DESCRIPTION):

PROJECT VALUATION \$

RESPONSIBLE PERSON/APPLICANT INFORMATION:			
CONTACT NAME:			
COMPANY NAME:			
ADDRESS:			
PHONE NUMBER:		EMAIL:	
CONTRACTOR INFORMATION:			
Note: All general contractors and subcontractors must possess a valid California Contractor License at the time the permit is issued. All contractor license numbers will be verified by this office prior to permit issuance. All general contractors and subcontractors must also possess a valid City of Lemon Grove Business License prior to the issuance of any building permit.			
CONTRACTOR BUSINESS NAME:			
BUSINESS OWNER:			
ADDRESS:			
CITY:		STATE/ZIP:	
STATE LICENSE #:	CLASS CODE(S):	EXPIRATION DATE:	
WORKERS' COMPENSATION POLICY #:		EXPIRATION DATE:	
LEMON GROVE BUSINESS LICENSE #:			
PROPERTY OWNER CONSENT:			
I certify that I am the property owner and authorize the issuance of the permit described in this application. A permit application cannot be accepted or processed without the property owner's signature. A physical copy of the signed document or a completed DocuSign document must be submitted. If the property owner authorizes another person or company to obtain the permit on their behalf, a separate signed authorization letter from the property owner must be submitted. False or unauthorized signatures may result in rejection of the application or cancellation of the permit. NO REFUNDS WILL BE MADE AFTER THE APPLICATION HAS BEEN ACCEPTED FOR PROCESSING.			
Property Owner Signature:		Date:	
Property Owner Name (please print):		Email:	
Note: This application must be signed under penalty of perjury and does not require notarization.			

Property Address: _____

Description of Work: _____

DECLARATIONS

To obtain this permit, the undersigned hereby files this application and agrees, certifies and declares:

• That notice has been given me that this permit may be used only in compliance with the Lemon Grove Municipal Code, and all other applicable ordinances and laws. • That this permit does not allow occupancy, and that no occupancy is permitted, of the construction for which this permit is issued until it has been approved in writing by this office for occupancy after final inspection. • That this permit does not allow, and separate permits are required for, any plumbing, electrical, heating and air conditioning work. • I agree that the city may enter upon the job premises at any reasonable time to inspect any work installed under this permit, to remove any non-conforming construction at my own expense, and to otherwise act as when required by the Lemon Grove Municipal Code.

LICENSED CONTRACTOR 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 Professional Code, and my license is in full force and effect.

License Class _____ License Number _____ Exp. Date _____ Contractor Name _____

OWNER-BUILDER DECLARATION

I hereby affirm under the penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5, Business & Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure prior to its issuance, also requires the applicant for the permit to file a signed statement that he/she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 [commencing with Section 7000] of Division 3 of the Business & Professions Code) or that he/she is exempt there from 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 (\$500.00)).

☐ 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 (Section 7044, Business & Professions Code: The Contractors License Law does not apply to an owner of the property who builds or improves thereon, and who does the work him/herself or through his/her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvements is sold within one year of completion, the owner-builder will have the burden of proving that he/she did not improve for the purpose of sale.)

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

☐ I am exempt under Section _____ of the Business & Professions Code for this reason

Property Owner _____ Date _____

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 worker's compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain worker's 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 (\$100.00) 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 the worker's compensation laws of California, and agree that if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with these 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 (\$100,000.00) IN ADDITION TO THE COST OF COMPENSATION DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

The Contractors' State License Board shall semiannually compile and distribute to city and county building departments a list of all contractors who did not secure payment of compensation in compliance with Article 1 (commencing with Section 3700) of Chapter 4 of Part 1 of Division 4 of the Labor Code during any period for which workers were employed during the preceding six months.

THIS PERMIT SHALL EXPIRE BY LIMITATION AND BECOME NULL AND VOID IF THIS WORK IS NOT COMMENCED WITHIN 180 DAYS. SHOULD ANY WORK, AUTHORIZED BY THIS PERMIT, BE SUSPENDED OR ABANDONED FOR 180 DAYS, THIS PERMIT SHALL BE NULL AND VOID. A NEW PERMIT WILL BE REQUIRED FOR ANY EXPIRED PERMIT.

APPLICANT/AGENT SIGNATURE _____ DATE _____

PRINT APPLICANT/AGENT NAME _____ RELATIONSHIP _____

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements (Stormwater Intake Form for all Development Permit Applications)		Form I-1	
Project Information			
Project Address/Location:			
Brief Description of Work Proposed:			
Determination of Requirements			
Answer each step below. Upon reaching a Stop, do not complete further Steps beyond the Stop. If additional forms are required, complete those additional forms and submit them along with this form as a complete set.			
Step	Answer	Progression	
Step 1: Does the project consist exclusively of one or both of the activity types below? • Project with no soil disturbance or change to building general exterior dimensions or structural framing. <i>Examples:</i> interior remodeling, electrical work, HVAC work, plumbing, etc. • Routine maintenance. <i>Examples:</i> roof repairs, pavement grinding, resurfacing existing roadways, routine replacement of damaged pavement (e.g., pothole repair), resurfacing or repairing existing sidewalks or pedestrian ramps, trenching and resurfacing associated with utility work, or rebuilding a structure to its original design after a fire or natural disaster.	☐ Yes	Stop. No permanent storm water BMP plan is required. Review and sign the Stormwater Certification Statement.	
	☐ No	Complete and attach Form I-2	
Certification			
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. This application is signed under penalty of perjury and does not require notarization.			
Name of Person Completing this Form		Date Completed	
Role of Person Completing this Form	☐ Property Owner ☐ Contractor ☐ Architect ☐ Engineer ☐ Other: _____		
Signature			

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard Development Projects		Form I-2	
Project Information			
Project Address/Location:			
Brief Description of Work Proposed:			
Determination of Requirements			
Answer each step below. Upon reaching a Stop, do not complete further Steps beyond the Stop. If additional forms are required, complete those additional forms and submit them along with this form as a complete set.			
Step	Answer	Progression	
Step 1: Does the project create or replace <u>less</u> than 5,000 square feet of impervious area (rooftop or pavement, including roads, sidewalks, parking lots, concrete patios, etc.) <u>AND</u> is also not an automotive repair shop or a retail gasoline outlet?	☐ Yes	Stop. Incorporate Construction Stormwater BMP Notes and Standard Project Stormwater BMP Notes onto site plan.	
	☐ No	Complete and attach Form I-3.	
Certification			
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. This application is signed under penalty of perjury and does not require notarization.			
Name of Person Completing this Form		Date Completed	
Role of Person Completing this Form	☐ Property Owner ☐ Contractor ☐ Architect ☐ Engineer ☐ Other: _____		
Signature			

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

Construction Stormwater BMP Notes and Standard Project Stormwater BMP Notes

The following construction BMP notes shall be added to the site plan:

Construction Stormwater BMP Notes

1. All applicable construction BMPs and non-stormwater discharge BMPs shall be implemented in accordance with the City of Lemon Grove minimum BMP requirements included in the City of Lemon Grove Municipal Code and the City of Lemon Grove Jurisdictional Runoff Management Program (JRMP). All stormwater BMPs shall be maintained for the duration of the project.
2. Erosion control BMPs shall be implemented for all portions of the project area in which no work has been done or is planned to be done over a period of 14 or more days. All onsite drainage pathways that convey concentrated flows shall be paved, protected by laying aggregate over exposed soil, fully covered by established vegetation, or otherwise stabilized to prevent erosion.
3. Run-on from areas outside the project area shall be diverted around work areas to the extent feasible. Run-on that cannot be diverted shall be managed using appropriate erosion and sediment control BMPs in accordance with applicable CASQA fact sheets.
4. Sediment control BMPs shall be implemented, including providing fiber rolls, gravel bags, or other equally effective BMPs around the perimeter of the project to prevent transport of soil and sediment offsite. Any sediment tracked onto offsite paved areas shall be removed via sweeping at least daily. All BMPs shall be installed and maintained in accordance with the applicable CASQA fact sheets.
5. Trash and other construction wastes shall be placed in a designated area at least daily and shall be disposed of in accordance with applicable requirements.
6. Materials shall be stored to avoid being transported in storm water runoff and non-storm water discharges. Concrete washout shall be directed to a washout area designed in accordance with CASQA standards; concrete shall not be washed out to the ground.
7. Stockpiles and other sources of pollutants shall be covered when the chance of rain within the next 48 hours is at least 50%.

The following permanent (post-construction) BMP notes listed shall be added to the site plan, except where not applicable and feasible as determined by the City of Lemon Grove.

Permanent (Post-Construction) Stormwater BMP Notes

1. Landscaped areas shall be designed in accordance with Lemon Grove Municipal Code Chapter 18.44 (Water Efficient Landscape Regulations).
2. Roof drainage shall be directed to landscaped areas or rain barrels (applies to new roofs only).

For additional information and to review the BMP Design Manual, visit
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

3. Driveway and walkways shall be designed to drain to adjacent landscaped or natural areas or constructed using permeable materials (applies only to driveways and walkways created or replaced as part of the proposed project).
4. Streets, sidewalks, and parking lot aisles shall be constructed to the minimum width necessary, provided public safety is not compromised.
5. Existing trees and natural areas, including but not limited to natural water bodies and natural storage reservoirs or drainage corridors (e.g., topographic depressions, natural swales, and areas of naturally permeable soils), shall be conserved and protected to the extent feasible.
6. The impervious footprint, including roofed areas and paved areas, of the project shall be minimized to the extent applicable and feasible.
7. Dumpsters, other trash receptacles, and waste cooking oil containers shall be stored inside buildings or in four-sided enclosures with a structural overhead canopy designed to prevent precipitation from contacting materials stored in the enclosure.
8. Onsite storm drains shall be stenciled or otherwise permanently labeled with “No Dumping, Drains to Ocean” or other equivalent language approved by the City.
9. Outdoor material storage areas and outdoor work areas shall be protected from rainfall, runoff, and wind dispersal.
10. Planning inspection required prior to final.