



**Building and Safety  
Permit Service Center**

Permit Declarations are required to be completed and signed at permit issuance.

For verification purposes, a copy of the property owner's driver's license, state issued identification card, passport, or form notarization is required to be presented at permit issuance and payment of permit fees.

**Licensed Contractors** must complete the following:

- Licensed Contractor's Declaration and Information
- Worker's Compensation Declaration

**Property Owners and Owner's Agent** must complete the following:

- Owner Builder Declaration
- Owner-Builder Verification and Limitation of Sale (separate form)
- Authorization of Agent (separate form required for owner's agent)

Contractors State License Board website:  
[www.cslb.ca.gov](http://www.cslb.ca.gov)

**Permit Service Center**  
1947 Center St. 3<sup>rd</sup> floor  
Berkeley, CA 94704  
510-981-7500 TTY 6903  
[permits@berkeleyca.gov](mailto:permits@berkeleyca.gov)

# PERMIT DECLARATIONS

Project Address:

Permit Number:

## LICENSED CONTRACTOR'S DECLARATION AND INFORMATION

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.

Company Name:

License Number:

Class:

Exp. Date:

## OWNER BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, sidewalk, or street prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' 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 from licensure 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 the owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the 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 it was not built or improved for the purpose of sale).

I, as the owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.) **Completion of the contractor's information above is required.**

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below, I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted, and can be found at the following website:

<http://leginfo.legislature.ca.gov/>

**WORKER'S COMPENSATION DECLARATION**

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 fees.

I hereby affirm under penalty of perjury one of the following declarations:

I certify that the permit valuation is for five hundred dollars (\$500.00) or less, and therefore exempt from workers' compensation as provided for by Section 7048 of the Business and Professions Code.

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. **Certificate Number:**

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.

Carrier Name:

Policy Number:

Expiration Date:

Name of Agent:

Phone Number:

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.

**CONSTRUCTION LENDING AGENCY DECLARATION**

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 (Section 8172, Civil Code).

Lender Name:

Branch Designation:

Lender Address:

**CITY ORDINANCES DECLARATIONS**

I understand my obligation to perform construction related work within prescribed hours as set forth in the City of Berkeley Noise Ordinance and/or Use Permit conditions. BMC 13.40.070

I am aware of my responsibilities under the Relocation Ordinance. BMC 13.84

I certify that I have read and shall use applicable portions of the State Storm Water Best Management Practices Manual for Construction to the maximum extent practicable.

**LEAD HAZARD DECLARATION**

I am aware of my responsibilities to implement lead-safe work practices as required by the State of California Health and Safety Code Sections 17920.10 and 105256 when conducting renovation, repair, or painting work in pre-1978 residences, childcare facilities, or schools. I will ensure that any paint disturbing work will be done by or supervised by RRP certified individual(s). Failure to follow this rule may result in enforcement action by the EPA.

**BAAQMD DECLARATION**

I am aware of my responsibilities to comply with the requirements of the Bay Area Air Quality Management District (BAAQMD) Regulation 11, Rule 2 pertaining to disturbing regulated asbestos-containing materials (RACM).

**CERTIFICATE OF INDEMNIFICATION**

I hereby agree to defend, indemnify and hold harmless the City of Berkeley and it's officers and employees from any and all claims arising from work connected to this permit.

**CERTIFICATE OF COMPLIANCE AND AUTHORIZATION OF ENTRY**

I agree to comply with all state laws and city and county ordinances relating to building construction and authorize a representative of the City of Berkeley Building and Safety Division to enter upon the property for which I have applied for this permit for the purpose of making inspections.

**By my signature below, I hereby affirm under penalty of perjury that each of the above declarations are true.**

Check One: Contractor Owner Owner's Agent

Name

Signature

Date