



CITY OF MILPITAS
 Building & Safety Department
 455 E. Calaveras Blvd.
 Milpitas, CA 95035
 408-586-3240
 www.ci.milpitas.ca.gov

PERMIT APPLICATION

DATE: _____
 BUILDING PERMIT #B – _____ --
 ELECTRICAL PERMIT #B – EL _____ --
 MECHANICAL PERMIT #B – ME _____ --
 PLUMBING PERMIT #B – PL _____ --

PROJECT ADDRESS: _____ Suite/Unit # _____

APPLICANT:

Name/ Company: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone (_____) _____ Fax (_____) _____ Cell (_____) _____ Pager (_____) _____
 Contact person: _____ Email: _____

PROPERTY OWNER:

Same as: Applicant
 Name/Company: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone (_____) _____ Fax (_____) _____ Cell (_____) _____ Pager (_____) _____
 Contact person: _____ Email: _____

TENANT:

Same as: Applicant Owner
 Company Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone (_____) _____ Fax (_____) _____ Cell (_____) _____ Pager (_____) _____
 Contact person: _____ Email: _____

ARCHITECT **DESIGNER** **ENGINEER:**

Same as: Applicant
 Company Name: _____ License number: _____ Expires: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone (_____) _____ Fax (_____) _____ Cell (_____) _____ Pager (_____) _____
 Contact person: _____ Email: _____

CONTRACTOR:

Same as: Applicant
 Company Name: _____ Contractors license number: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone (_____) _____ Fax (_____) _____ Cell (_____) _____ Pager (_____) _____
 Contact person: _____ Email: _____

PROJECT DESCRIPTION:

Describe work to be done: _____

 Total valuation \$ _____ Commercial Residential Fire sprinklers: Yes No
 Existing building size: _____ sf Area of work/Addition: _____ sf # of stories: _____
 Type of construction: _____ Occupancy type: _____ Hazardous materials: Yes No
 Describe existing use: _____
 Describe proposed use: _____

Approved by Planning: _____ Date: _____ Approved by Engineering: _____ Date: _____

LICENSED CONTRACTOR'S 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: _____ License No.: _____ Contractor Signature: _____ 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, 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 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 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.).

____ 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 or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent: _____ Date: _____

WORKERS' 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'S FEES.

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, 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. Policy No. _____

____ 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: _____ Expiration Date: _____

Name of Agent: _____ Phone: _____

____ 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.

Signature of Applicant: _____ Date: _____

DECLARATION REGARDING 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 (Section 3097, Civil Code).

Lender's Name: _____ Lender's Address: _____

CERTIFICATION, AGREEMENT AND AUTHORIZATION

I certify that I have read this application and state that the 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 city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant: _____ Print Name: _____ Date: _____



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**OWNER-BUILDER
 ACKNOWLEDGEMENT**

DATE: _____
 PERMIT NUMBER: B -- --

By my signature below, I certify to each of the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Property Owner's Signature: _____ Date: _____

NOTICE TO PROPERTY OWNER

When the Owner-Builder Declaration on the permit application is executed, a Notice to Property Owner (below) also shall be executed by the property owner. The Notice to Property Owner pursuant to this section shall be completed and signed by the property owner and returned prior to issuance of the permit. An agent of the owner shall not execute this notice. A permit shall not be issued unless the property owner complies with this section.
 Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____ . We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

- ____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- ____ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
- ____ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
- ____ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- ____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.
- ____ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.
- ____ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

___8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

___9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

___10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address: _____.

___11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

___12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Property Owner's Signature: _____ Date: _____

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

When the Permit Application and the Owner-Builder Declaration have been executed by a person other than the property owner, prior to issuing the permit, the following shall be completed by the property owner and returned to the agency responsible for issuing the permit:

Excluding the Notice to Property Owner (below), the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): _____

Project Location or Address: _____

Name of Authorized Agent: _____

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Property Owner's Signature: _____ Date: _____

Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

TO BE COMPLETED BY BUILDING DEPARTMENT: Property owner's identification:



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**ELECTRICAL
 MECHANICAL
 PLUMBING
 PERMIT
 WORKSHEET**

DATE: _____
 BUILDING PERMIT #B – _____ --
 ELECTRICAL PERMIT #B – EL _____ --
 MECHANICAL PERMIT #B – ME _____ --
 PLUMBING PERMIT #B – PL _____ --

PROJECT ADDRESS:

Suite #

ELECTRICAL				
DESCRIPTION	CODE	FEE	TOTAL QTY	TOTAL
Receptacle Outlets, multiple on one circuit	EP73	\$72/first 20 each \$56/ea additional 20		
Receptacle, fed from dedicated circuit	EP73a	\$32/ea		
Junction box, fed from dedicated circuit	EP107	\$32/ea		
Power pole for cubicles	EP72	\$32/ea		
Switches, Dimmers, Occupancy sensors, Sensor Power Packs, etc.	EP74	\$72/first 20 each \$56/ea additional 20		
Lighting Fixtures, Sockets	EP77	\$72/first 20 each \$56/3a additional 20		
Track lighting with fixtures	EP77a	\$1/lf		
Pole/Platform-Mounted/theatrical Fixtures	EP79	\$32/ea		
HEPA filter	EP105	\$72/first 20 each \$56/ea additional 20		
Sign, lighting systems from one branch circuit	EP15	\$118/first one \$72/ea additional		
Electrical vehicle charging station, residential	EP103	\$32/ea		
Electrical vehicle charging station, commercial	EP104	\$56/ea		
Residential Equipment or Appliance, fed from dedicated circuit	EP08	\$32/ea		
Commercial Equipment or Appliance, fed from dedicated circuit	EP06	\$56/ea		
Miscellaneous Apparatus, Conduits & Conductors	EP92	\$56/ea		
Special Circuitry, per circuit	EP65	\$56/ea		
Construction Temporary Power Pole with service panel, each pole	EP42	\$56/ea		
Power Apparatus (UPS) or Transformer	EP81	\$56/ea		
Time Clock	EP106	\$32/ea		
Circuit Breaker Panel/Subpanel, Lighting Control Panel	EP07	\$56/ea		
Services - not over 200 amps (new or change)	EP87a	\$72/ea		
Services - 201 amps - 1000 amps (new or change)	EP87b	\$118/ea		
Services - over 1000 amperes (new or change)	EP87c	\$173/ea		
Generator, portable	EP100	\$72/ea		
Generator, 10 kW or less	EP101	\$118/ea		
Generator, more than 10 kW	EP102	\$173/ea		
Swimming Pool/Spa	EP44	\$173/ea		
Elevator	EP48	\$118/ea		
NEW RESIDENTIAL BUILDING – SQ. FT. FEES				
Permit Fee, New Residential Construction, Single-Family	EP301	\$0.15/sf		
Permit Fee, New Residential Construction, Multi-Family	EP302	\$0.10/sf		
			SUB TOTAL:	

MECHANICAL				
DESCRIPTION	CODE	FEE	TOTAL QTY	TOTAL
Install Furnace or Heater, Residential (not including duct work)	MP02	\$87/ea		
Install/Replace Condenser, VAV or Fan Coil 0-5 ton <2000 CFM	MP22	\$56/first one \$40/ea additional		
Install/Replace Condenser, VAV or Fan Coil Over 5 ton >2000 CFM	MP23	\$118/first one \$56/ea additional		
Roof-top HVAC package unit including duct work	MP47	\$118/ea		
Duct Work per unit or System	MP14	\$56/ea		
Install/Replace Fire or Fire/Smoke Dampers	MP24	\$56/five ea		

MECHANICAL – Continued				
DESCRIPTION	CODE	FEE	TOTAL QTY	TOTAL
Dryer vent, residential	MP48	\$32/ea		
Dryer vent, commercial	MP49	\$56/ea		
Pump	MP50	\$72/ea		
Install, Relocate, Replace Flue Vent (not included with appliance)	MP03	\$56/ea		
Install Hood with Mechanical Exhaust – Residential	MP09	\$32/ea		
Install Hood with Mechanical Exhaust – Commercial	MP10	\$87/ea		
Exhaust & Product Conveyor Systems	MP25	\$56/ea		
Non-Portable Evaporative Cooler	MP33	\$56/ea		
Single Bathroom Ventilation Fan Connected to Single Duct	MP34	\$32/ea		
Ventilation System, not HVAC	MP35	\$32/ea		
Install Industrial-type Incinerator	MP11	\$87/ea		
Install/Replace Boiler	MP12	\$56/first one \$32/ea additional		
Other Regulated Appliance	MP36	\$56/ea		
PROCESS PIPING:				
Hazardous process piping system, per outlet	MP44	\$72/first four \$32/ea additional		
Non-hazardous process piping system, per outlet	MP46	\$72/first four \$32/ea additional		
Residential AC Replacement (one only inc. permit issuance)	BP47	\$141		
Residential Furnace Replacement (one only inc. permit issuance)	BP45	\$141		
NEW RESIDENTIAL BUILDING – SQ. FOOTAGE FEES				
Permit Fee, New Residential Construction, Single Family and Two Family	MP303	\$0.15/sf		
Permit Fee, New Residential Construction, Multi Family	MP304	\$0.10/sf		
Heating/Ventilation/Exhaust - Single-Family and Two-Family	MP309	\$0.25/sf		
Heating/Ventilation/Exhaust - Multi-Family	MP310	\$0.17/sf		
			SUB TOTAL:	

PLUMBING				
DESCRIPTION	CODE	FEE	TOTAL QTY	TOTAL
Plumbing Fixtures – per trap	PP02	\$72/first five \$32/ea additional		
Water System Installation, New	PP11	\$72/ea		
Water System Installation, Re-pipe	PP11a	\$118/ea		
Building Drain or Sewer (New or Replacement)	PP03	\$72/ea		
Rain Water Drainage System	PP04	\$72/ea		
Water Heater and Vent	PP05	\$87/ea		
Gas Piping System - (each appliance)	PP06	\$72/ea		
Automatic Gas Shut-off (Seismic or Excess Flow) if not part of piping system	PP50	\$72/ea		
Industrial Waste Pre-Treatment System	PP08	\$118/ea		
Grease Trap	PP09	\$72/ea		
Grease Interceptor	PP10	\$87/ea		
Pump	PP31	\$72/ea		
Repair/Alteration of Drain/Vent	PP12	\$72/ea		
Landscape Sprinkler System	PP13	\$72/ea		
Landscape Reclaim Water, per valve	PP14	\$173/ea		
Backflow Protection	PP16	\$56/first five \$32/ea additional five		
Reclaim Water System, No Irrigation	PP17	\$173/ea		
Swimming Pool/Spa	PP20	\$118/ea		
Private Sewage Disposal System	PP30	\$56/ea		
Residential Water Heater Replacement (one only inc permit insurance)	BP43	\$141		
NEW RESIDENTIAL BUILDING - SQ. FOOTAGE FEES				
Permit Fee, New Residential Construction, Single-Family	PP305	\$0.15/sf		
Permit Fee, New Residential Construction, Multi-Family	PP306	\$0.10/sf		
			SUB TOTAL:	

Plan Check Fee		\$173/hr		
Permit Issuance		\$113		\$113
			TOTAL:	
Permitting Automation - 2.5% of total permit fee	AF01	2.5%		
Community Planning Fee		5%		
			GRAND TOTAL:	