



CITY OF SAN MATEO
COMMUNITY DEVELOPMENT DEPARTMENT

330 W. 20th Avenue
San Mateo, CA 94403
www.cityofsanmateo.org

Building Permit Application Form

1	Project Address:		Unit #:	Floor:	
2	Project Description:			Valuation of Project:	
3	Type of Project:	Square Footage:	Project Includes:	Existing Use:	
	New Structure:	Sq. Ft.	<input type="checkbox"/> Electrical		
	Addition:	Sq. Ft.	<input type="checkbox"/> Mechanical		
	Alteration/Remodel:	Sq. Ft.	<input type="checkbox"/> Plumbing		
	Garage New:	Sq. Ft.			Proposed Use:
	Garage Alter:	Sq. Ft.			
	Other (Misc.):	Sq. Ft.			
	Demolition:	Sq. Ft.			
4	Property Owner's Name:	Number & Street Name:	City & Zip Code:	Phone Number:	
5	Applicant Information: <input type="checkbox"/> Agent for Owner <input type="checkbox"/> Owner <input type="checkbox"/> Owner-Builder <input type="checkbox"/> Agent for Contractor <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Developer <input type="checkbox"/> Tenant				
	Applicant's (Contact) Name:	Number & Street Name:	City & Zip Code:	Phone Number:	
	Company Name:	E-Mail Address:	Fax Number:		
6	Contractor's Name:	Number & Street Name:	City & Zip Code:	Phone Number:	
	Business License #:	Contractor's State License #:		License Class:	
	Worker's Compensation Carrier:	Policy #:		Expiration Date:	
7	Architect's Name:	Number & Street Name:	City & Zip Code:	Phone Number:	
	Company Name:	Lic#:	Email Address:	Fax Number:	
8	Tenant's Name:	Number & Street Name:	City & Zip Code:	Phone Number:	
9	Unless a shorter period of time has been established by an official action, plan check approval expires 180 days after the plan check fee has been paid per SMMC 23.06.037 and UAC 304.4. This permit expires 365-days after the permit has been issued and construction has not commenced or if work is suspended or abandoned at any time after the work is commenced for a period of 180 days per Assembly Bill No. 2913.				
	Signature of Applicant:	Print Name:	Date:		

WORKER'S COMPENSATION DECLARATION FOR CONTRACTORS

Owner-Builder Permits please fill-out separate Owner-Builder Declaration Form available on-line.

INSTRUCTIONS: To have an online permit issued to a contractor, please complete, and include the declaration as a PFD attachment.

Unless a shorter period of time has been established by an official action, this permit expires 1 year after the permit has been issued and construction has not commenced or if work is suspended or abandoned at any time after the work is commenced for a period of 180 days per UAC 303.4.

LICENSED CONTRACTORS 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. If doing work on a residential property, I certify that I hold a valid certification as a Home Improvement Contractor per B&P Code, Section 7150.2c. The following applies to B contractors only: I understand the limitations of Section 7057 related to my ability to take prime contracts or subcontracts involving specialty trades.

Contractor's License #: _____ License Class: _____ Signature: _____

WORKER'S 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 workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. I have and will maintain workers' compensation insurance, as required by Section 2\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: _____

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.

Sign: _____ Date: _____ Contractor Authorized Agent

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.

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 (Sec. 3097, Civil Code).

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

FINAL DECLARATION:

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinance and slate laws relating to building construction and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Print: _____ Sign: _____ Date: _____

Contractor Authorized Agent