



City of San Mateo
 Building Division
 330 W 20th Ave
 San Mateo, CA 94403
 650-522-7172
 www.cityofsanmateo.org

Building Permit Fax and Mail-In Application Form

Revised 10/25/2019

INSTRUCTIONS: To apply for a fax/mail permit, complete this two-sided form and fax or mail following items to the number listed below along with:

1. Copy of Worker's Compensation Policy,
2. Copy of your Contractor's License,
3. Copy of San Mateo Business License

NOTE: City Business License # is required (for contractors) - see Box #6. Incomplete applications will not be processed. Any questions regarding this form or the fax/mail permit process, please call (650) 522-7172.

MAIL TO: City of San Mateo, Building Division, 330 W. 20th Ave. San Mateo, CA 94403, or

FAX TO: City of San Mateo, Building Division at (650) 522-7171.

1	Project Address:	Unit #:	Floor:
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2	Use of Building:	<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Mixed-Use	<input type="checkbox"/> Commercial
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Work Description: (Check boxes that apply)

3	<input type="checkbox"/> Re-roof with material weighing less than 6 pounds per square foot. # Squares: _____ Roof Class: _____ New Plywood Sheathing? <input type="checkbox"/> Yes <input type="checkbox"/> No Roof Description: _____ <input type="checkbox"/> Electrical Service up to 400 amps in existing building # Amps: _____ (Same location only, no relocation) <i>(Except High Voltage, Health Care Facilities, Hazardous Locations and Emergency Systems)</i> <input type="checkbox"/> Branch Circuits (20 amp circuits, up to 40 120-V circuits, up to 25 277-V circuits) <input type="checkbox"/> Replace Gas Water Heater <input type="checkbox"/> Same Location <input type="checkbox"/> New Location _____ Size: _____ Gallons _____ # of BTU's <input type="checkbox"/> Replace of existing Tankless Water Heaters . (New Tankless Water Heaters must be applied for at the counter. You must supply gas pipe sizing calculation, pipe distances, the manufacturer, model number and BTU's is also required). <input type="checkbox"/> Lawn Sprinklers (backflow prevention device) <input type="checkbox"/> Gas Heaters (Unit Heaters) <input type="checkbox"/> Gas Furnaces (Wall Heaters) Furnace _____ # of BTU's <i>(New/Replacement of Furnace in Attic must be applied for at the counter; plans will be required)</i> All other permits must be applied at the Building Division Counter Valuation of Project: \$ _____
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4	Property Owner's Name:	Number & Street Name:	City & Zip Code:	Phone Number:
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5	Applicant Information:			
	<input type="checkbox"/> Agent for Owner		<input type="checkbox"/> Owner-Builder	
	<input type="checkbox"/> Agent for Contractor		<input type="checkbox"/> Contractor	
	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:
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Check one:	Complete Box Numbers:
<input type="checkbox"/> Owner <input type="checkbox"/> Owner-Builder <input type="checkbox"/> Agent for Owner	8, 10, 11 and 12
<input type="checkbox"/> Contractor <input type="checkbox"/> Agent for Contractor	7, 8, 9, 10 and 12

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 180 days after the fee has been paid 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.

7. 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.

License Class: _____ Lic. No.: _____ Print Name: _____ Signature: _____

8. 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: _____

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 Owner

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.

9. 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: _____

10. ASBESTOS REMOVAL:

Notification of asbestos removal: Is not applicable Letter was sent to the BAAQMD Sign: _____ Date: ____/____/____

11. OWNER-BUILDER DECLARATION:

I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 703 1.5, 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 Contractors License Law (Chapter 9 commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or 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):

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 (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such 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 he or she did not build or improve for the purpose of sale.)

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

I am exempt under Sec. _____ Bus. & Prof. Code for the following reason:

Print: _____ Sign: _____ Date: ____/____/____ Authorized Agent Owner

12. 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: ____/____/____

Authorized Agent Owner
 Contractor

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

330 West 20th Avenue :: San Mateo, CA 94403

650 522-7172 :: www.cityofsanmateo.org

Monday – Friday 8:00 a.m. – 4:30 p.m.

Closed Thursday 8:00 a.m. – 9:00 a.m.

Permits can be applied for until 4:00 p.m.

CREDIT CARD PAYMENT INFORMATION & AGREEMENT FORM

CARDHOLDER NAME: _____			BILLING STREET NAME: _____			BILLING ZIP: _____		
PAYMENT TYPE:			<input type="checkbox"/> VISA			<input type="checkbox"/> MASTERCARD		
CARD NUMBER: _____			EXPIRATION DATE: ____/____/____			CVV Code: _____		
I AGREE TO PAY THE TOTAL PERMIT FEE AMOUNT AS REQUIRED BASED ON THE SCOPE OF WORK								
SIGNATURE: _____				DATE: ____/____/____				