

Dear Pool Applicant:

The City of Thousand Oaks has created this Pool Application Packet to assist you in applying for your new pool. Please review all the documents and requirements prior to your submittal to the City.

In preparing to submit your application, we would like to emphasize these important points:

1. Follow the instructions on the “Swimming Pool Site Plan Requirements.” An incomplete or unclear plan can delay your application and is the number one cause of processing delays.
2. Oak trees are protected by law in the City of Thousand Oaks. If you have oak trees on the property, please contact the Planning Division before deciding on the location of your pool or spa as separate applications may be required.
3. Slopes on or abutting your property may increase normal pool setback requirements. You should carefully review the attached “Slope Setback Requirements for Pools” document to determine how this may affect your pool design and location.

If you have any questions regarding your pool permit application submittal, please call the Community Development Department-Building Division at (805) 449-2500.

In compliance with the Americans with Disabilities Act, those needing special assistance to read this publication should contact the Community Development Department, (805) 449-2500. Notification will enable the City to make reasonable arrangements to ensure accessibility to the information in this document.

SWIMMING POOL SUBMITTAL CHECKLIST
****Revised 07/23/20****

SUBMIT:

- Three (3) copies of site plans with one of the three sets to be a black line (signed by Designer).
- Two (2) copies of engineered pool steel standard plans, based on the 2019 CBC and the Thousand Oaks Municipal Code. Include supplemental details if needed.
- One electrical service load calculation **completed entirely.**

SITE PLAN TO INDICATE:

- Owner's name, street address, and telephone number.
- Location of all property lines (clearly identify pool fencing).
- Setbacks from pool to property lines and structures (house, patio cover, etc.).
- Distances between all existing and proposed buildings.
- Location and size of existing electrical/ gas service and service drop or underground lines. Include how the new lines are being routed to pool equipment.
- Location for construction access and note whether access will be within protected zone of any oak trees. All existing oak tree locations, including dripline and protected zone.
- Drainage flow direction to street. Indicate flow direction with arrows.
- Location of pool equipment, including setback from property line. (No structures within five (5') feet of property lines that are over thirty (30") inches in height (BBQ, fountain, etc.).)
- No window allowed within four (4') feet of pool heater vent.
- Height, length, and type of pool equipment wall. If new, indicated by (N).
- Barrier alarms to be used; make and model. If pool cover, must comply with ASTM F1346

SITE PLAN SLOPED AREAS TO INDICATE:

- Most Critical** Cross-section of pool/spa; indicate height of upslope or downslope and distance from pool/spa to slope, if any.
- Top and toe height of all slopes.

SITE PLAN POOL AREA TO INDICATE:

- Pool, spa (length and width), and total square feet dimensions of surface area.
- All locations/height of raised bond beam areas (circle Eng BOND BEAM detail being used).
- Free-standing pool wall design when pool is located less than seven (7') feet from a downslope, show location and provide engineered design, if required.

- Note on plan if pool is deck or no deck detail.**
- Note on plans if all electrical/cables are underground.**
- Note on plan location of any Oak Trees, or NO OAK TREES.**

Signature of Contractor or Owner

Date



TO INSTALL A POOL OR SPA YOU WILL NEED:

SWIMMING POOL AND CONSTRUCTED SPA PERMITS

- Completed Pool/Spa Combination Application (including Electrical Load Schedule on page 2 of application)
- Three (3) approved copies of your site plan
- Two (2) approved copies of structural plan signed by the engineer
- Certificate of Liability Insurance

PREFAB SELF-CONTAINED SPA PERMITS

- Completed Pool/Spa Combination Application (including Electrical Load Schedule on page 2 of application). NOTE: Under “Class of Work,” complete Electrical section only.
- Three (3) copies of your site plan
- Underwriters Laboratories (UL) and International Association of Plumbing & Mechanical Officials (IAPMO) approval documentation on equipment, obtained from manufacturer

DISPOSITION OF DIRT AND/OR REFUSE FROM SITE

ALL disposal sites shall be approved by the City Engineer and **written** consent of the disposal site owner must be provided on the application. All trucks hauling excavated material shall have the owner’s name and address plainly posted on the truck doors.

WORK IN CITY STREETS

Permittee is responsible for any damage to City streets, curbs, sidewalks, streetlights, hydrants, landscaping, or other structures or improvements. Protected tarpaulins or plastic membrane shall be used under all concrete mixing equipment and stationary equipment used on City streets. No equipment shall be used that is dripping oil or grease.

The pool/spa permit will be issued subject to the permittee complying with all City regulations and standards, including any attachments.

In order for the City to provide proper inspection services, the permittee must **notify the City 24 hours before work is started** by calling (805) 449-2500.

CERTIFICATE OF INSURANCE

Liability insurance is required for most pool/spa construction. There are some exceptions — for example, if you live on a private street or your lot is very large — large enough to fit all trucks and equipment without using City streets. Prefab spas do not require liability insurance.

Many contractors already have a \$500,000 liability insurance certificate on file with the City. If so, nothing further is required.

Homeowners may submit a copy of the coverage summary from their homeowners’ insurance. The minimum coverage required is \$300,000. **It is important for contractors and homeowners to remember that the City must be named as “additional insured” on the policy.**

Questions regarding liability insurance should be directed to the Public Works Department, (805) 449-2400.

WORKING HOURS

Construction work hours are between 7 a.m. and 7 p.m., weekdays and Saturdays only.

ATTENTION HOMEOWNER

Does your contractor have these required documents on file with the City of Thousand Oaks?

- **Current Business License**
- **Worker’s Compensation Insurance**
- **Liability Insurance**



SWIMMING POOLS AND SPAS BASIC SAFETY INFORMATION

CITY INSPECTION REQUIREMENTS

During the course of construction, your pool will undergo several inspections by City inspectors as follows:

PRESITE INSPECTION

This inspection takes place prior to start of construction. This is the time to ask questions about construction and inspection requirements. Following approval of this inspection, the permits may be issued.

STEEL REINFORCEMENTS/UTILITIES INSPECTION

Next is the pool structure's steel reinforcement inspection. At this time, other inspections can be made, such as the underground water, gas/electrical lines, the bonding and grounding of steel reinforcement.

POOL DECK BONDING INSPECTION

Inspection of the pool deck reinforcement and area drainage devices follows.

FENCE/GATE INSPECTION

Fence and gate inspection will occur at this point. The pool may not be plastered until the fencing, gates, and equipment have been approved.

FINAL INSPECTION

At the time of final inspection made by the City, the inspector will review the approved plans to be sure that all items and conditions of the approved plans have been completed.

It is important to have the approved plans and inspection record card available at each inspection. The inspector cannot approve any construction without the signed and stamped City-approved plans for reference.

In addition to City inspections, the property owner is required by City ordinances to employ a licensed special inspector. The special inspector must be present and oversee the installation of the concrete (gunite) for the pool shell and provide a written report on the application of the materials used in the process. The City provides a standard form for the special inspectors use.

FENCES, GATES AND LOCKS

The required gates, fencing and closing devices around a pool must be installed and inspected by City personnel prior to the plastering of any swimming pool built in the City. Fences are strictly regulated on any property where a pool is located by the laws of the State of California. The following regulations cover fencing of pools and spas.

A fence or wall not less than five feet (5') in height completely surrounding the pool must be installed and maintained. Fence may not have spaces or opening between intermediate members greater than four inches (4"). Also, the maximum vertical clearance from the ground to the enclosure is two inches (2").

No fence or wall shall provide ladder-like access within the first four feet (4') of the total fence height.

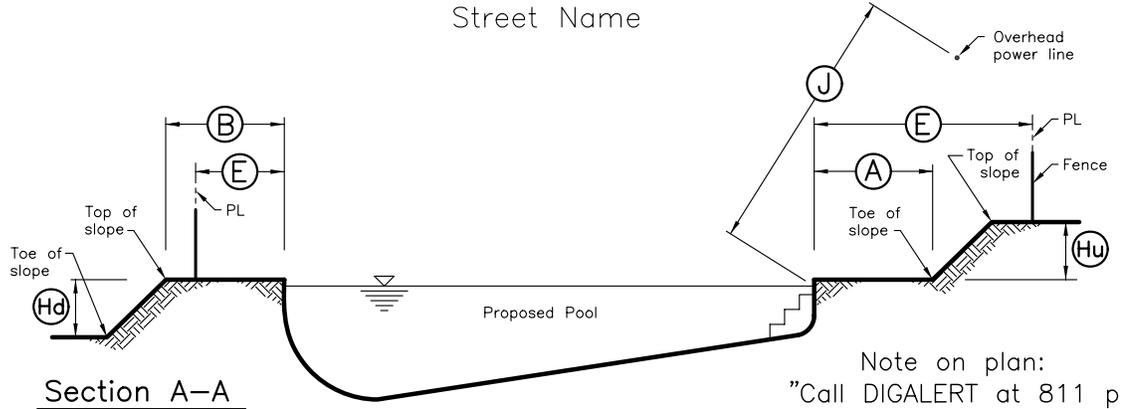
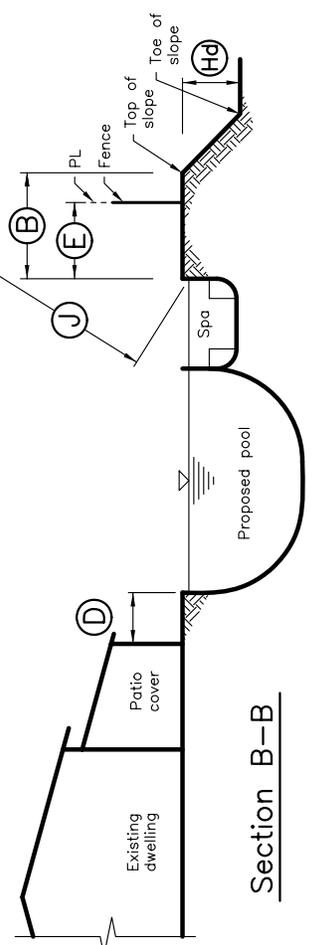
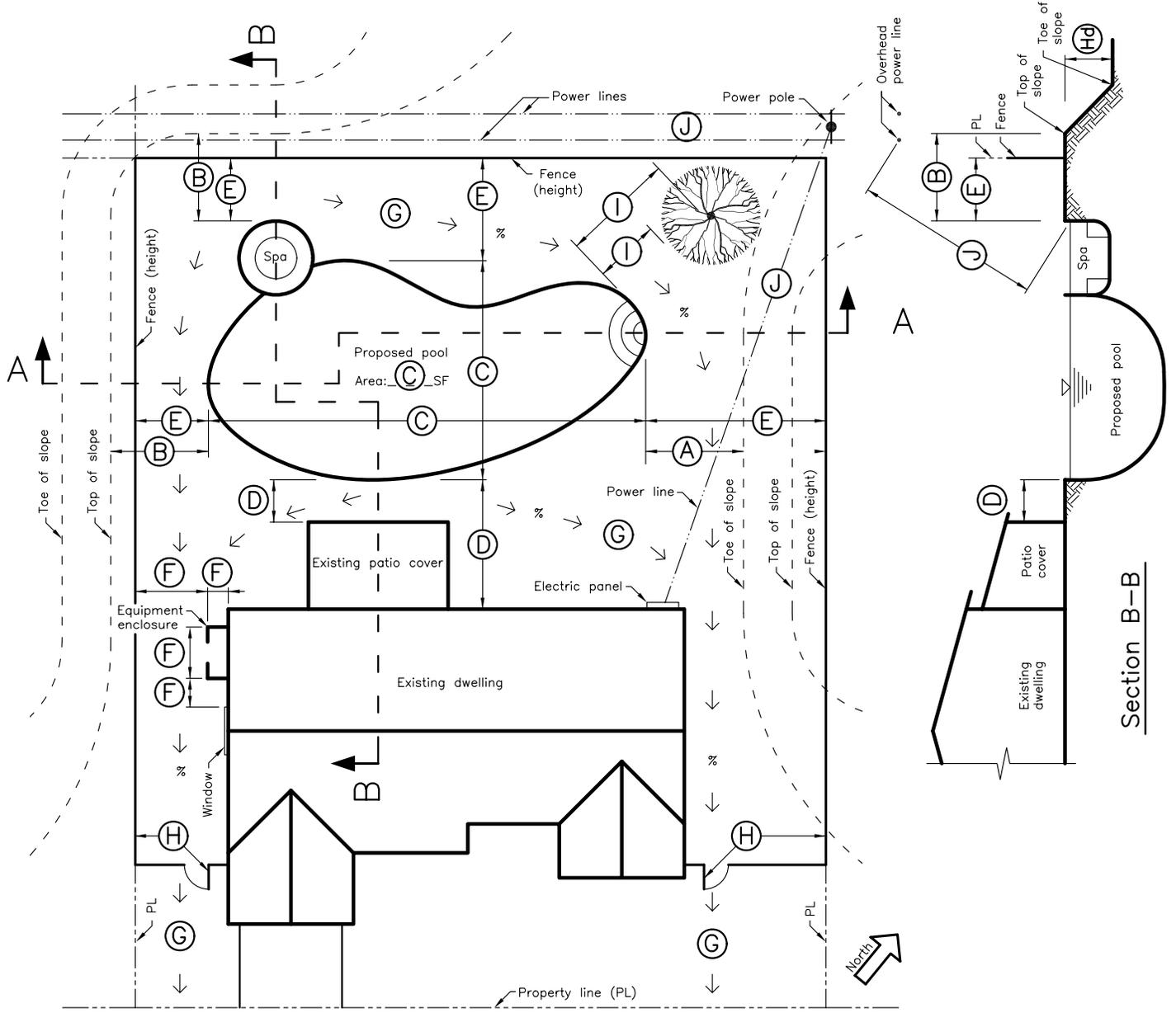
The top of fence, as measured from outside, shall be located at least five feet (5') clear, measured in an arc from the top of the fence, from any surface or slope.

Gates or doors through a pool enclosure must be equipped with a self-closing and self-latching device installed not less than four feet six inches (4'-6") above adjacent ground level.

Exit or side doors which access the pool from a garage must also be equipped with a self-closing and self-latching device installed four feet six inches (4'-6") above the adjacent garage slab level.

Exits from the residence or garage to the pool area must be equipped with exit alarms unless the pool is equipped with an approved safety pool cover or other protection device listed in CBC Section 3151B. Exit alarms must sound continuously for 30 seconds at a sound level of 85 dba when measured indoors at ten feet from the alarm. Pool covers must be labeled and meet ASTM F1346 requirements.





Owner's Name
 Property Address
 Drawing Scale

Note on plan:
 "Call DIGALERT at 811 prior pool excavation."



CITY OF THOUSAND OAKS
 COMMUNITY DEVELOPMENT DEPARTMENT
 BUILDING DIVISION

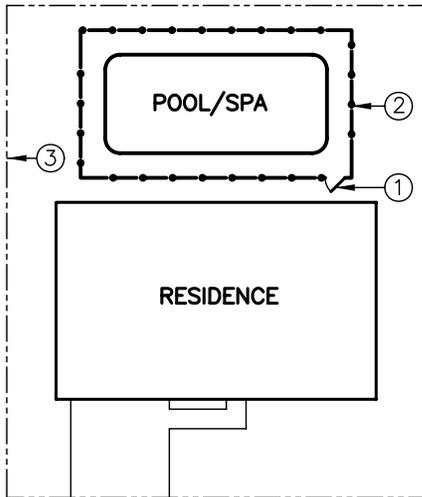
Prepared by: Dragos Teodorescu P.E.

**SWIMMING POOL SITE
 PLAN REQUIREMENTS**

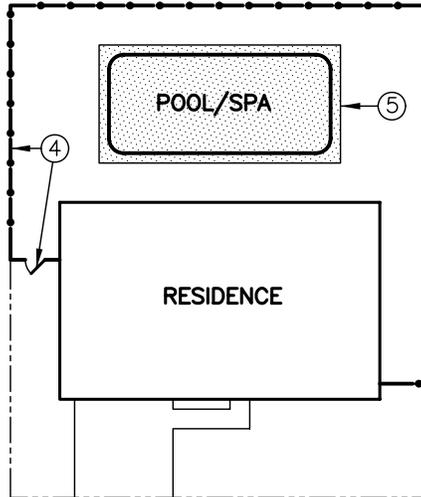
SWIMMING POOL REQUIRED SAFETY FEATURES

Pools and spas shall be equipped with at least one of the following options.

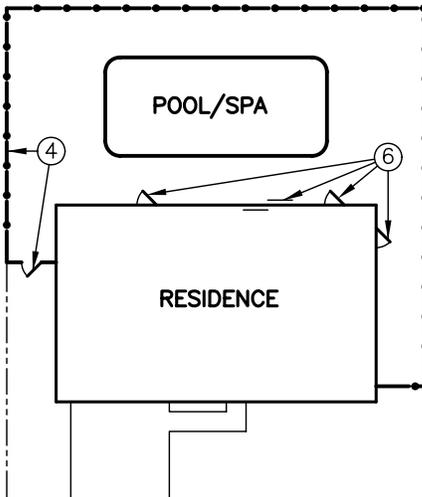
OPTION 1.
Fencing pool/spa only.



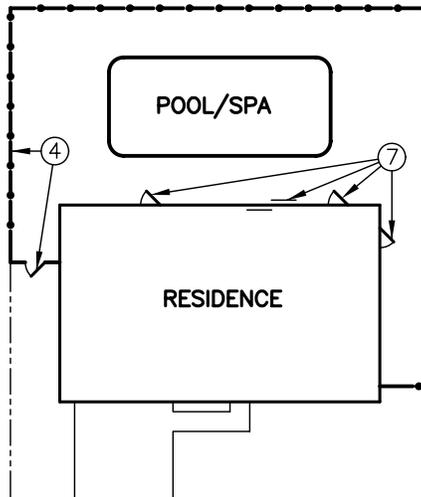
OPTION 2.
Pool/spa cover + yard fencing.



OPTION 3.
Exit alarms + yard fencing.



OPTION 4.
Self-closing and latching doors + yard fencing.



NOTES:

1. Access gates through the enclosure shall open away from the swimming pool, and shall be self-latching with a self latching device placed no lower than 60 inches above ground.
2. "Barrier fence" shall be a minimum of 60 inches high. The maximum vertical clearance from ground to bottom of enclosure shall be two inches. Gaps or voids, if any, not to exceed four inches. The outside surface shall be free of handholds or footholds.
3. No yard fencing required.
4. Yard fencing and access gates to meet City requirements.
5. Approved safety pool cover. (Spas may use approved locking safety covers).
6. All doors shall be equipped with exit alarms. This includes sliding glass and swinging doors and doors from the garage if it allows access to the pool or spa.
7. Self-closing and latching doors (including sliding glass doors) with release mechanism placed no lower than 54 inches above the floor.

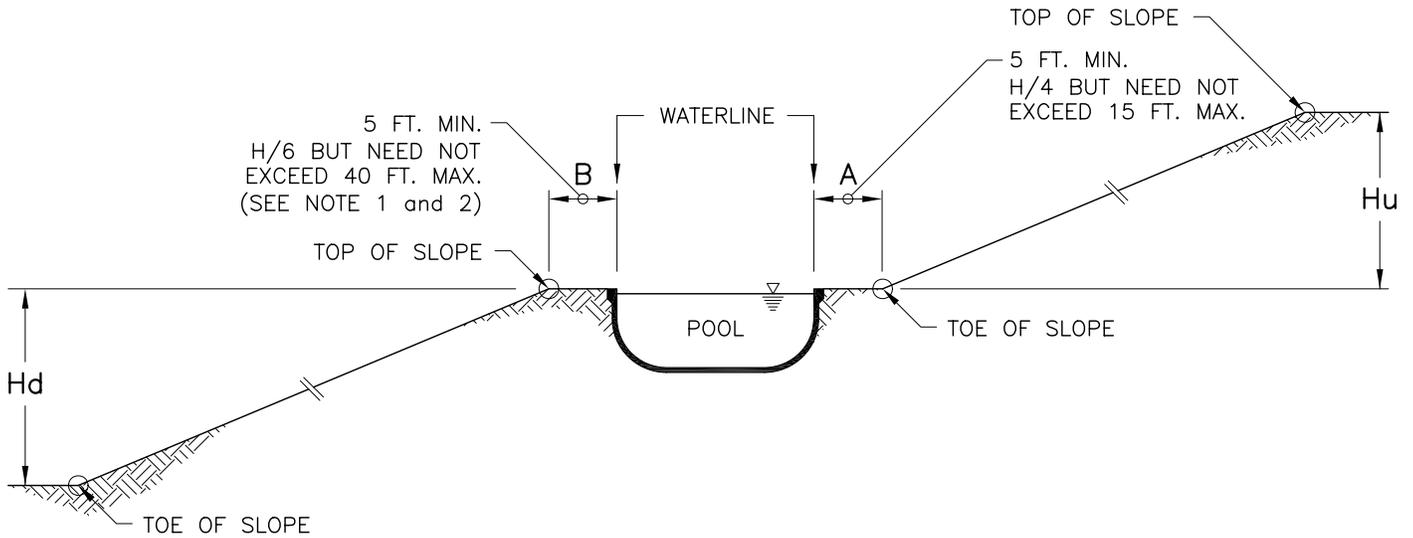


CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

Prepared by: Dragos Teodorescu P.E.

**SWIMMING POOL
REQUIRED SAFETY FEATURES
(CBC Section 3109.4.4)**

CITY OF THOUSAND OAKS SLOPE SETBACK REQUIREMENTS FOR POOLS



NOTE 1:

DOWNSLOPE SETBACK

If dimension B is less than 7 feet, then the pool wall adjacent to the downslope shall be capable of supporting water in the pool without soil support (freestanding wall design) and shall be capable of supporting soil pressure with pool empty.

Hd = HEIGHT OF DOWNSLOPE – vertical dimension from top of slope (pool deck elevation) to toe of slope.

Hu = HEIGHT OF UPSLOPE – vertical dimension from toe of slope (pool deck elevation) to top of slope.

A = UPSLOPE SETBACK DIMENSION – horizontal dimension from the waterline to toe of slope.

B = DOWNSLOPE SETBACK DIMENSION – horizontal dimension from the waterline to top of slope.

DOWNSLOPE SETBACK DIMENSION	
H	B
0' – 30'	5'
30' – 240'	H/6
More than 240'	40'

UPSLOPE SETBACK DIMENSION	
H	A
0' – 20'	5'
20' – 60'	H/4
More than 60'	15'

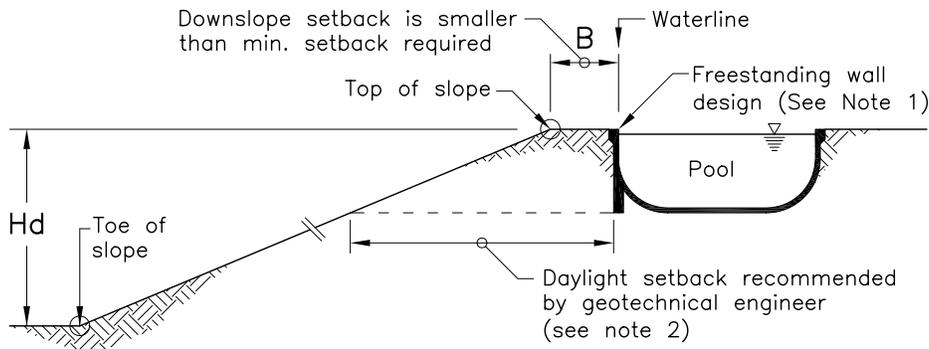


CITY OF THOUSAND OAKS
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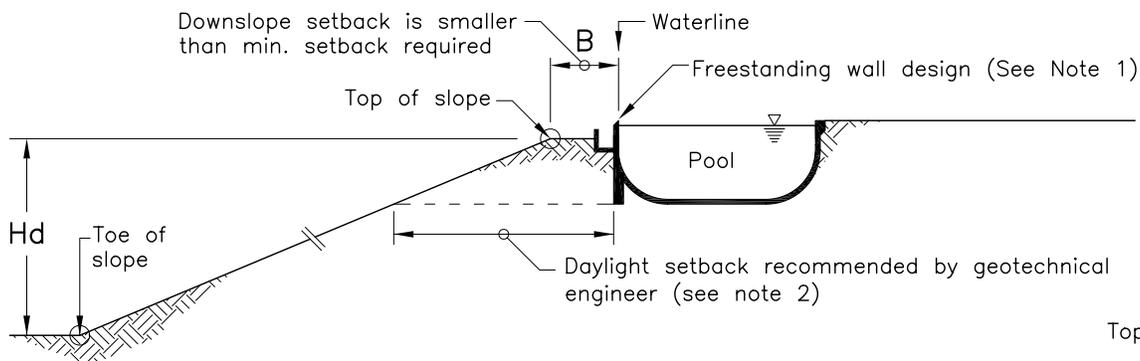
**SLOPE SETBACK REQUIREMENTS
FOR POOLS**

DOWNSLOPE SETBACK – ALTERNATE DESIGN 1



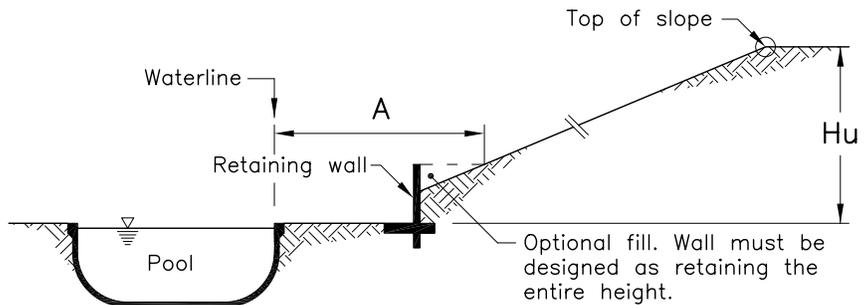
NOTE 2:
DOWNSLOPE SETBACK
 If dimension B is less than the required setback, then wet stamped and signed letter from a licensed geotechnical engineer, stating that the design is "safe for its intended use", and indicating the required daylight setback, must be submitted to the Building Division prior to approval of the pre-guniting inspection.

DOWNSLOPE SETBACK – ALTERNATE DESIGN 2 (INFINITY EDGE POOL)



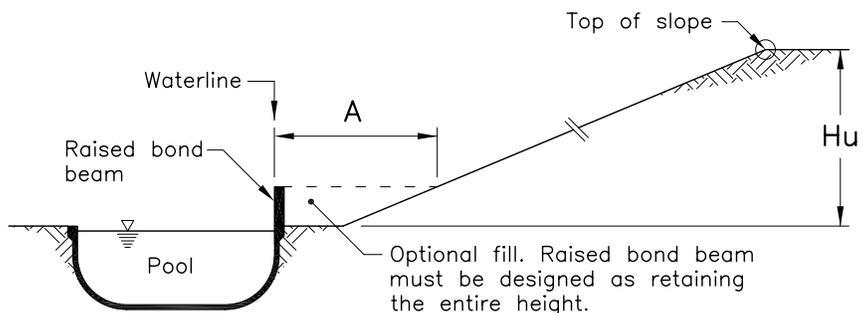
UPSLOPE SETBACK – ALTERNATE DESIGN 1

A retaining wall may be used to accomplish the required upslope setback. Dimension A may be measured as indicated at right.



UPSLOPE SETBACK – ALTERNATE DESIGN 2

A raised bond beam may be used to accomplish the required upslope setback. Dimension A may be measured as indicated at right.



For special features like slides, waterfalls, infinity edge, beach entry, grotto, etc., structural details are required to be submitted with pool design.



CITY OF THOUSAND OAKS
 COMMUNITY DEVELOPMENT DEPARTMENT
 BUILDING DIVISION

Prepared by: Dragos Teodorescu P.E.

SLOPE SETBACK REQUIREMENTS FOR POOLS



**ELECTRICAL SERVICE LOAD CALCULATIONS
 FOR A SINGLE-FAMILY RESIDENCE**

Address:	Sq. Footage of House:
Calculations Prepared By:	Date:
Permit #:	

LOAD ITEM	QUANTITY		VOLT-AMPS OR WATTS	TOTAL
A. General Load Circuits:				
General Lighting Circuits (sq. ft)		x	3	
Small Appliance Circuits (2 min.)		x	1,500	
Laundry Circuits		x	1,500	
Electric Dryer		x	5,000	
Fixed Appliance Circuits:				
Electric Range		x	8,000	
Electric Counter Cooking Unit		x	8,500	
Electric Oven		x	8,000	
Refrigerator		x	1,200	
Built-In Microwave		x	1,600	
Dishwasher		x	1,200	
Garbage Disposal		x	1,000	
Trash Compactor		x	1,200	
Furnace		x	550	
Electric Water Heater		x	5,000	
Central Vacuum		x	1,800	
Whole House/Attic Fan		x	1,600	
Vent Fan		x	240	
Garage Door Opener		x	800	
Pool Light		x		
Other Loads		x		
			Subtotal	
			Minus	-10,000
Total General Load Circuits				

LOAD ITEM	QUANTITY		VOLT-AMPS OR WATTS	TOTAL
B. Full-Load Equipment Circuits:				
Mechanical Circuits: (Use only largest load)				
Electric Heater or Heat Pump		X		
Air Conditioner*		X		
Hydro Massage Bathtub**		X		
Pool Equipment:				
Pump Motor (Filter)**		X		
Pump Motor (Booster)**		X		
Pump Motor (Other)**		X		
Pool/Spa Aerator **		X		
Pool Sweep**		X		
Total Full-Load Equipment Circuits				
C. Electrical Load Calculations:				
10,000 Watts at 100%				10,000
Total, Section A x 40% (General Load Circuits x 40%)				
Total, Section B (Full-Load Equipment Circuits)				
Total Watts				
Total Amps (Total Watts divided by 240 Volts)				
Size of Existing Electrical Service Equipment (Amps)				
Proposed Size of New Electrical Service Equipment (Amps)				

*Air Conditioner (FLA x 240 Volts = Watts) FLA = Full-Load Amps

**Pump Motor, Aerator and Pool Sweep (Amps x 240 Volts = Watts)

Full-Load Currents in Amperes Single-Phase Alternating-Current Motors		
HP	115V	230V
1/6	4.4	2.2
1/4	5.8	2.9
1/3	7.2	3.6
1/2	9.8	4.9
1/4	13.8	6.9
1	16.0	8.0
1 1/2	20.0	10.0
2	24.0	12.0

NOTES:

- 1) 240 Volts x Amps = **Watts** (VA) Watts / 240 Volts = **Amps**
- 2) This schedule is based on the National Electrical Code (a.k.a. the California Electric Code) and is intended as a guide for preparing electrical load calculations. However, due to various conditions that exist on individual projects, this format may not meet code requirements for your project. If you have any questions regarding the use of this form, or electrical load calculations, the Building Division Senior Electrical Inspector can provide assistance upon request.





POOL/SPA COMBINATION PERMIT APPLICATION
(please complete all unshaded areas)

2100 Thousand Oaks Blvd. • Thousand Oaks, CA 91362 • (805) 449-2500

POOL/SPA COMBINATION

FOR DEPARTMENT USE ONLY:
use this number when inquiring about this application

Project Address		Zone/APN	Tract	Page	Lot
Person to Contact Regarding this Application		Telephone No.			
Property Owner's Name		Telephone No.			
Address, City, State, Zip Code		Application Date		Application Type	
Contractor's Name		Telephone No.			
Address, City, State, Zip Code		State Lic. No.			
Engineer's or Architects Name		Telephone No.			
Address, City, State, Zip Code		Area Sq. Ft.		Valuation	
Contractor's Name		Telephone No.			
Address, City, State, Zip Code		City Lic. No.			
Engineer's or Architects Name		Telephone No.			
Address, City, State, Zip Code		State Lic. No.			

This permit is to be issued in the name of the Licensed Contractor or the Property Owner as the permit holder of record who will be responsible and liable for the construction.

CALIFORNIA 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 _____

OWNER-BUILDER'S 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>.

Property Owner or Authorized Agent signature _____ Date _____

IDENTIFY WORKERS' COMPENSATION COVERAGE AND LENDING AGENCY

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.

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 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 No _____ Exp. Date _____

Name of Agent _____ Tel No _____

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.

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 and Address _____

DECLARATION BY CONSTRUCTION PERMIT APPLICANT

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

I am a California licensed contractor or the property owner* or authorized to act on the property owner's behalf**.

**requires separate verification form*

***requires separate authorization form*

I have read this construction permit 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.

California Licensed Contractor, Property Owner* or Authorized Agent**: Signature _____ Date _____

DISPOSITION OF DIRT AND/OR REFUSE FROM SITE:

Excavation/Hauler: _____ Phone: _____

Address: _____ City/State/Zip: _____

Destination of Dirt: (Use different form for each destination.)

Address: _____ City/State/Zip: _____ Phone: _____

For Acceptance of Dirt Within the City:

I agree to accept _____ loads of dirt and take full responsibility for using this material and for complying with all existing City regulations.

Signed: _____ Date: _____

For Dirt Disposition: (Pool company or homeowner must sign.)

I agree to take full responsibility for complying with all City regulations during the dirt disposal process.

Signed: _____ Date: _____

Certification of Liability Insurance Policy No.: _____ (Attach copy if not on file with City.)

IMPORTANT! NOTICE TO PROPERTY OWNER

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.

Signature of property owner _____ Date: _____

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, 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: _____ Tel No _____

Address 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. *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.*

Property Owner's Signature: _____ Date: _____

CLASS OF WORK	ELECTRICAL	QUANTITY	AMOUNT	Fee Type	Amount
Describe what is being built:	Sub-Panel (to 200 Amps)		\$	Plan Re-Check Fee	\$
	Pool/Spa Wiring (private)		\$	Permit Fee	\$
				SMIP (State)	\$
				Inspection Fee/Plan	\$
				Check/Encroachment	\$
	PLUMBING	QUANTITY	AMOUNT	Security Deposit (Refundable)	\$
	Gas System of 1 to 4 outlets		\$	State BSC Fee	\$
	Backflow Devices of 1 to 5		\$	Technology Fee	\$
	Water Heater (new)		\$	Issuance Fee	\$
	Swimming Pool/Spa Piping		\$	Plan Maintenance Fee	\$
				Other	\$
				Plan Check Fee Pd.	Receipt No.
					Date

Approvals	Req'd	Notes	Date	Apvd. By	Approvals	Req'd	Notes	Date	Apvd. By
Planning					Building				
PW Engineer					Health Dept.				
PW Utilities					Triunfo Sanitation Dist.				
PW C&D Recycling Plan					Disabled Access				
PW Administrative					Other				

NOTE: An Appeals Board is available to the applicant if there is a disagreement with the interpretation of the code made by the Building Official. Items which can be appealed must lie within the limits of professional discretion, not specific code mandates. For further information, call (805) 449-2500.

In compliance with the Americans with Disabilities Act, those needing special assistance to read this publication should contact the Building Department, (805) 449-2500. Notification will enable the City to make reasonable arrangements to ensure accessibility to the information in this publication.