



COMMUNITY DEVELOPMENT AGENCY  
**BUILDING AND SAFETY DIVISION**

v 6-13-12 6p2s

**Express Permitting Application** *CA Health and Safety Code Section 19825*

**For the following limited residential improvements (check all that apply):**

- |                                                              |                                                                               |
|--------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> (11) County Standard Retaining Wall | <input type="checkbox"/> (23) Non-structural Interior Remodel                 |
| <input type="checkbox"/> (60-64) Rooftop PV or Solar Thermal | <input type="checkbox"/> (22) CA Residential Code Structural Interior Remodel |

**I hereby declare, by my initials below, and certify to each of the 8 following declarations:**

1. \_\_\_\_\_ I declare the parcel for these proposed improvements is *NOT* in a Coastal Zone or Special Flood Hazard Area.
2. \_\_\_\_\_ I declare the parcel for these proposed improvements is *NOT* served by an on-site sanitation system.
3. \_\_\_\_\_ I declare the parcel for these proposed improvements is *NOT* subject to a Planning permit.
4. \_\_\_\_\_ I declare there is *NOT* an active Code Enforcement violation associated with this parcel.

**In order to qualify for Express Permitting, provide 3 copies of the following submittal documents:**

For County Standard Retaining Wall (see Detailed Submittal Guide)

- ☐ Simplified Site Plan
- ☐ Marin County Standard Retaining Wall documentation

For Non-structural Interior Remodel (see Detailed Submittal Guide)

- ☐ Simplified Site Plan
- ☐ Simplified Floor Plan

For Rooftop PV or Solar Thermal (see Detailed Submittal Guide)

- ☐ Simplified Site Plan
- ☐ Simplified Elevation View
- ☐ Simplified Roof Layout Plan
- ☐ Manufacturer's schematic drawings and installation requirements

For CA Residential Code Structural Interior Remodel (see Detailed Submittal Guide)

- ☐ Simplified Site Plan
- ☐ Simplified Floor Plan
- ☐ Simplified Framing Plans, Section View and Detail Drawings as applicable
- ☐ CA Residential Code structural documentation

5. \_\_\_\_\_ I declare I have provided the above *required* submittal documents for this application.

***The purpose of our voluntary Express Permitting program is to provide qualifying applicants with a reasonable degree of compliance assurance and the convenience of same-day permitting***

**How much is this project going to cost?** TOTAL contract amount or dollar value of all work to be performed under this permit:

**Project Location**

Address of Project \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Locality \_\_\_\_\_ Nearest Cross Street \_\_\_\_\_  
Assessor Parcel Number \_\_\_\_\_ Number of Units \_\_\_\_\_

**Property Owner Contact Information:**

Property Owner Information \_\_\_\_\_ Telephone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**Project Applicant Contact Information:**

Individual in charge of project \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

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**IDENTIFY WHO WILL PERFORM THE WORK (Complete *either a or b*)**

**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. (check one)**

**a – 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.

Contractor Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

License Class and No. \_\_\_\_\_ Contractor Signature \_\_\_\_\_

**b – 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:**

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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' COMPENSTATION 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 \_\_\_\_\_ Expiration 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\*\*.**

- 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.
- I recognize this CONSTRUCTION PERMIT APPLICATION expires in 365 days if permit is not issued.
- I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of the granting of this permit.

California Licensed Contractor, Property Owner\* or Authorized Agent\*\*: *\*requires separate verification form*  
*\*\*requires separate authorization form*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant's Acknowledgement of Risk**

6.\_\_\_\_\_ I understand and agree, as the permit applicant, that my application to this *Express* Permitting program is elective and purely voluntary, and that I have the option to choose a traditional permit application process for this proposed scope of work, but willingly choose to participate in this optional *Express* Permitting program.

7.\_\_\_\_\_ I understand and agree that the *Express* permit issued as a result of this application, or any or all of the permissions granted to me under this permit, may be denied, voided or revoked by the County of Marin on the basis of incomplete or inaccurate information or my failure to demonstrate compliance with any of the specific requirements of this permit. I further understand and agree that approvals necessary to issue and finalize this application and permit are not guaranteed and are subject to review of information provided by me and my evidence of work performed in compliance with the requirements of this permit.

8.\_\_\_\_\_ I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of the granting of this permit.

## Detailed Submittal Guide

### **County Standard Retaining Wall**

#### Simplified Site Plan requirements

1. show property lines, easements, natural watercourses and/or existing drainage features
2. show location of existing buildings and minimum required on-site parking spaces
3. indicate location of proposed retaining wall and distance to nearest property lines
4. label the exposed face of retaining wall and finished slope of retained grade
5. indicate maximum height from top of wall to finished grade, and from finished grade to bottom of wall

#### Marin County Standard Retaining Wall documentation requirements

1. provide copy of Uniform Retaining Wall Standard A, B, C or Soldier Pile Wall (attached), as applicable

### **Non-structural Interior Remodel** *(Subject to the limitations of Footnotes 1 and 2, below)*

#### Simplified Site Plan requirements

1. show property lines and easements
2. show location of existing building

#### Simplified Floor Plan requirements

1. show layout and size in square feet of existing building
2. delineate area of remodel and type of each remodel activity

### **Rooftop PV or Solar Thermal**

#### Simplified Site Plan requirements

1. show property lines and easements
2. show location of existing building

#### Simplified Elevation View requirements

1. indicate maximum height above ground and roof plane of proposed installation
2. include a structural cross-section detail of roof construction, with simple calculations establishing roof's ability to support the additional weight of the PV or Thermal installation

#### Simplified Roof Layout Plan requirements

1. indicate ridge, valley, eave and hip rooflines
2. show panel locations, equipment, disconnects and electrical equipment
3. indicate required clearance from panel edges to rooflines
4. show 3-line schematic electrical layout from array to meter (as applicable)
5. indicate type of current (AC/DC), as well as wire type and size for each conductor (as applicable)
6. provide voltage calculations, line-loss calculations and summaries for electrical conductors (as applicable)
7. show conduit, equipment, ground-path and method (as applicable)
8. locate all required signage
9. provide piping layout showing valves and plumbing features (as applicable)

Manufacturer's schematic drawings and installation requirements

1. provide manufacturer's detail sheets for panels, supporting racks and mounting hardware
2. include detail sheets for inverters, junction boxes, disconnects and grounding equipment
3. indicate and provide the text for warning signs, operating current signs and equipment labels

**CA Residential Code Structural Interior Remodel** *(Subject to the limitations of Footnotes 1 and 2, below)*

Simplified Site Plan requirements

1. show property lines and easements
2. show location of existing building

Simplified Floor Plan requirements

1. show layout and size in square feet of existing building
2. delineate area of remodel and type of each remodel activity

Simplified Framing Plan(s), Section View and Detail drawing requirements (as applicable)

1. provide complete load path drawings
2. provide details for each structural connection
3. provide orthographic layout plan(s) for all horizontal structural members
4. provide elevation section view(s) for all vertical structural members

CA Residential Code structural documentation requirements

1. provide copy of each structural table used, with appropriate tabular value indicated

*Footnotes:*

*1. SUBSTANTIAL REMODELS EXCLUSION –Projects that would affect an aggregate floor area exceeding 50% of the floor area of the structure within any 36 month period are not approvable under the Express Permitting program. Floor area affected by permit activity within the prior 36 months of the date of the latest permit application shall be calculated to determine aggregate floor area affected. Section 19.04.063 MCC.*

*2. SUBSTANTIAL IMPROVEMENTS EXCLUSION –Improvements to a structure, the cost of which equals or exceeds 50% of the market value of the structure before such improvements are proposed are not approvable under the Express Permitting program if such improvements are subject to Marin County floodplain management regulations, Chapter 23.09 MCC.*