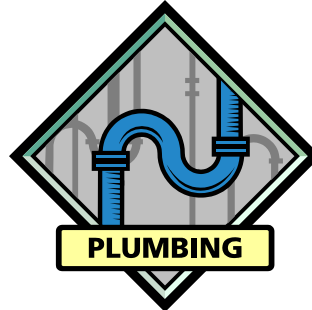


Application Packet for

Electrical Mechanical Plumbing



City of Paso Robles
BUILDING DIVISION
1000 Spring Street
Paso Robles, CA 93446

Phone: (805) 237-3850

Fax: (805) 238-4704



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

Effective immediately a submittal fee will be required on all Building and Engineering permit applications submitted to the Community Development Department:

Construction Type	Amount
Com/Ind/Hotel New	Based on Sq. Ft.
Com/Ind/Hotel Remodel, Addition, Sign	\$220.00
Demolition	\$110.00
Grading	\$148.00
Mechanical/Plumbing/Electrical	\$110.00
Residential New	\$2,000.00
Residential Remodel, Addition, Patio Covers	\$220.00
Swimming Pool, Spa	\$220.00

TO: CONTRACTORS, INDIVIDUALS SUBMITTING FOR ELECTRICAL,
MECHANICAL, AND PLUMBING PERMITS

FROM: CITY OF PASO ROBLES BUILDING DIVISION

Effective January 2008 plan check submittals for electrical, mechanical and plumbing permits shall not be accepted or processed unless the following items are provided at the time of submittal:

- **Two** (2) sets of applicable plans (clear detailed plans pertaining to the scope/type of work)
- **Submit** a complete building application with consent of landowner form.
- *A non-refundable application submittal fee is required at the time of package submittal.*

INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED. ALL APPLICABLE INFORMATION MUST BE INCLUDED AT TIME OF PLAN REVIEW SUBMITTAL.

Please make sure that your contractor has a copy of his current workers' compensation insurance filed with the Building Division. If owner/builder, complete the owner/builder verification form with a complete list of all sub-contractors and their state license number. A permit **cannot** be issued until all this information is submitted. All general contractors and/or sub-contractors are required to have a current city license to work in the City of Paso Robles.

Note! The installation of curb, gutter, sidewalk, street and alley paving will be required for any project for which the valuation exceeds \$25,000.00. The amount of improvements required shall be equal to 25% of the project value as determined using Building Standards Publications. Should you have any questions if this applies to your project, please contact the City Engineer at (805) 237-3860. (Update April 2007)



Time Frame for Completion of the Plan Review Process

City of Paso Robles Building Division Phone (805) 237-3850 Fax (805) 238-4704

ATTENTION CONTRACTORS AND DEVELOPERS:

Effective December 14, 2000, quoted time frames for completion of the plan review process for Single Family Residence and Commercial/Industrial projects (excluding that time consumed by the contractor or developer for correction and/or amendment) shall be as follows:

Initial plan review (first plan check):

Forty-five (45) working days (this excludes weekends and holidays) will be required to complete the initial plan review process.

Second plan review (plans recheck):

Forty-five (45) working days (this excludes weekends and holidays) will be required to complete the second plan review (recheck).

Plan review for small permits:

Thirty (30) working days for initial plan review for all small permits which include; addition, remodel, tenant improvements, patio covers. Allow *twenty (20)* days to complete the second plan review (recheck).

- ** Please note that the time frames quoted above do not include that time period when plans are in the possession of the contractor, developer, drafts person, or architect for correction and/or amendment.
- ** Requests from individuals for priority plan review on initial submissions or rechecks will not be acknowledged. Plans shall be reviewed on a first come, first serve basis.
- ** The Building Division will neither quote nor be responsible for that time frame required by the City Engineering Division to process site drainage plans, or grading plans. Those time frames must be discussed with the City Engineer.



CITY OF EL P a s DE ROBLES
"The Pass of the Oaks"

February 26,2008

SUBJECT: Penalties for Work Performed Without Required Permits / Approvals

The City has recently experienced a growing number of instances where developers, contractors and/or property owners have undertaken grading, construction and related work without first obtaining the necessary City permits or approvals. The number and extent of these problems have made it necessary to discuss the penalties for work occurring without City permits I approvals.

At its February 20,2001 meeting, the Paso Robles City Council reviewed a report on the problem of work occurring without permits I approvals and directed City staff and the City Attorney to take steps to address these code violations through the use of criminal prosecution, as authorized by the City's Municipal Code.

Please note that under criminal prosecution, the maximum penalties for work being done without the required permits / approvals are fines of \$1,000 per day and/or 6 months imprisonment. These penalties have long been a part of the City's Municipal Code, and the purpose of this notice is to advise you that the City will be actively enforcing its provisions.

The City wishes to avoid criminally prosecuting any person doing work occurring without a required permit or approval. Therefore, your cooperation and understanding would be sincerely appreciated. In that context, you are encouraged to contact this office any time you have a question regarding whether or not a particular project or activity would require a City permit or City approval.

Please feel free to contact me should you have any questions or other information needs.

Sincerely,



Ronald Whisenand

Community Development Director

**INFORMATION PERTAINING TO APPLICATION FOR BUILDING PERMIT,
CITY OF PASO ROBLES**

The following information should be filled out as completely as possible. Failure to do so may impede the permit process

PLEASE PRINT:

OWNER (S): _____ PHONE: (____) _____

OWNER (S) ADDRESS: _____ E-MAIL: _____

TENANT (S): _____ PHONE: (____) _____

TENANT (S) ADDRESS: _____ E-MAIL: _____

AGENT FOR OWNER: _____ PHONE: (____) _____

AGENTS' ADDRESS: _____ E-MAIL: _____

PROJECT ADDRESS: # _____ STREET _____ LOT _____ TRACT _____

ARCH./DRAFTSMAN: _____ PHONE: (____) _____

ARCH./DRAFTSMAN ADDRESS: _____ E-MAIL: _____

CONTRACTOR: _____ PHONE: (____) _____

ADDRESS: _____ E-MAIL: _____

CONTRACTORS' LICENSE NUMBER: _____ LICENSE CLASS: _____ EXPIRATION DATE: _____

PROJECT INFORMATION: SCOPE OF WORK: _____

VALUE OF PROJECT: \$ _____

PERMIT REQUESTED: BUILDING _____ DEMOLITION _____ MECHANICAL/PLUMBING/ELECTRICAL _____

SWIMMING POOL/SPA _____ SIGN _____

TOTAL SQUARE FEET OF BUILDING: _____ GARAGE: _____ PATIO/DECK: _____

SETBACKS: FRONT: _____ FT. SIDES: _____ FT. REAR: _____ FT.

NUMBER BEDROOMS: _____ NUMBER BATHROOMS: _____ NUMBER OF STORIES: _____

OCCUPANCY GROUP: _____

CONSTRUCTION TYPE: _____ I A, II A _____ IIIA, VA _____ II B, III B, IV, V B

APPLICATION # _____

PLEASE COMPLETE THE REVERSE SIDE



CITY OF EL PASO DE ROBLES

1000 Spring Street
Paso Robles, CA 93446

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 address listed above.

____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.

Signature of property owner

Date:

The following person(s) have been contracted (hired) to provide the work indicated:

Name	Address	Phone	Type of Work	License/ Class No.



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

CONSENT OF LANDOWNER FORM

Consent for Building Permit Type: _____

Project Address: _____

Property Owner: _____ Day Phone: _____

Mailing address: _____

City: _____ Zip Code: _____

Person authorized to act as Agent/Applicant: _____

Applicant/Agent Day Phone: _____

Mailing address: _____

City: _____ Zip Code: _____

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a building permit is being requested, do certify that:

- I. Such application may be filed and processed with my/our full consent. The applicant is authorized to act as my agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Paso Robles or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Property owner signature Date

BUILDING DIVISION APPLICATION NUMBER: _____