



City of Morro Bay- Building Division
 955 Shasta Ave., Morro Bay, CA 93442-1900, 805-772-6261

Permit No. _____

BUILDING PERMIT APPLICATION

Type _____ Date _____ Project Address _____
 Parcel No. _____
 Lot _____ Block _____ Tract _____

Project Description:

Lot Area _____ New Floor Area _____ Garage _____
 Carport _____ Decks/Covered Porches _____ No. of units _____
 No. of stories _____ No. of bathrooms _____ No. of bedrooms _____

Valuation: _____ Receipt No. _____
 Use worksheet to calculate valuation or use market value

OWNER INFORMATION

Name _____ Phone No. _____
 Mailing Address _____ Phone No. _____
 _____ E-Mail _____

APPLICANT INFORMATION

Name _____ Phone No. _____
 Mailing Address _____ Phone No. _____
 _____ E-Mail _____

SERVICE PROVIDER

Type _____ Contact _____ Company _____
 Mailing Address _____ Phone _____
 _____ Phone _____
 State License/Type _____ State Lic. No. _____ Expiration _____
 City Bussiness Lic. No. _____ Expiration _____

Type _____ Contact _____ Company _____
 Mailing Address _____ Phone _____
 _____ Phone _____
 State License/Type _____ State Lic. No. _____ Expiration _____
 City Bussiness Lic. No. _____ Expiration _____

Workers Comp Insurance Info:

_____ Policy No. _____ Company _____ Expiration Date _____

Dan Doris
 Chief Building Official
 (805) 772-6213

Brian Cowen
 Building Inspector
 (805) 772-6214

Cathy Weaver
 Permit Technician
 (805) 772-6261



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MINIMUM REQUIREMENTS FOR RESIDENTIAL ADDITIONS, REMODELS, & NEW HOME PLANS

- All plans should be drawn to scale.
- Job address, legal description, owner's name, north arrow, and signature of the person who prepared the plans.
- Correct zoning requirements that includes setbacks, building height, driveway slope, lot coverage, and parking.
- Plot plan that shows:
 - All buildings
 - Property lines; also front, rear, and side yard setbacks
 - All projections into the setback areas (eaves, stairs, fireplaces, etc.)
 - Curb and sidewalk
- Proposed and/or existing foundation that includes a typical section.
- Proposed and/or existing floor plan that includes dimensioned doors and windows. Note all sizes.
- Roof and floor framing plans. Indicate structural materials to be used and existing sizes as applicable (for example: rafter 2" x 8" @ 24 O.C., Header 4x).
- Structural sections and indicate where applicable.
- Elevations of all sides.
- Roof construction that includes pitch and proposed materials.
- Show how the building or addition will be heated.
- Location of plug outlets not more than 12'-0" maximum between plugs (measured along the wall), switches, and meter locations.
- Material specifications such as "concrete 2500 psi @ 28, rebar 40 ksi". Include grades of all lumber and plywood.
- Conformance with state energy law.





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WORKSHEET FOR

CALCULATING BUILDING INSPECTION AND PLAN REVIEW FEES

Project address: _____ Permit no. _____

Contact person (for plan corrections): _____

Day phone: _____ Cell phone: _____

Your building inspection & plan review fees will be 2 ½ % of the Total Valuation. There may be other fees that apply to your project. Ask staff to determine Development Impact Fees if your adding square footage. These fees will be collected before issuance of your building permit.

I. CALCULATING THE VALUATION OF YOUR RESIDENTIAL PROJECT:

Dwelling:	sq. ft.	x (\$94.09 sq. ft.)	= \$
Garage (finished):	sq. ft.	x (\$46.10 sq. ft.)	= \$
Garage (unfinished):	sq. ft.	x (\$28.73 sq. ft.)	= \$
Decks:	sq. ft.	x (\$22.29 sq. ft.)	= \$
Other (Interior remodel, signs, etc.)		Fair market value	= \$
			Total valuation = \$

II. CALCULATING INPECTION AND PLAN REVIEW FEES:

Step 1: Multiply 2 ½ % (.025) times the total valuation	= \$
Step 2: Divide Step 1 total by 2 for the *Plan Review Fee :	= \$

Fire Sprinklers are now required throughout in all existing buildings where alterations result in:

- A. An increase of more than 50% of the floor area; or
- B. There is an increase of more than 1,000 sq. ft. of floor area.

Fire Sprinklers are now required in all new buildings exceeding one thousand sq. ft.

Fire plan check fees are calculated at the rate of \$58.00, plus	58.00
.003 x the total valuation of your project	_____
*Fire plan check fees: = \$	

***Add plan review fee and Fire plan check fee together: This amount needs to be paid with plan submittal, the remainder is paid when permit is issued. = \$**

EFFECTIVE 2008

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BUILDING PERMIT SUBMITTAL CHECKLIST

INCOMPLETE SUBMITTELS WILL NOT BE ACCEPTED:

A COMPLETE SUBMITTAL INCLUDES:

HAVE

HAVE NOT

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) sets of working drawings for residential applications (single family / duplex); Five (5) sets for multi-family residential and commercial applications; and Four (4) sets for fire system plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets reduced plot plan & floor plans 8 1/2" x 11" |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of title 24 energy calculations (if applicable). If less than 500 sq. ft. addition to residence then only CF – 1R & MFR forms are required on working drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of engineering calculations (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of a soils report and/or geologic report |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of drainage calculations w/on site retention facilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of landscape plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of truss calculations (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner-Builder Information and Verification Form & Authorization of Agent to act on Property Owners Behalf Forms must be signed off and submitted before permit approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | Recycling Plan compliance must be submitted and approved before building permit final. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditions of Approval on Building Plans: Prior to Building Permit approval, the final Conditions of Approval for any Land Use or Coastal Permit shall be attached as one or more of the full sized sheets of the Building Plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Naturally Occurring Asbestos – Construction & Grading Clearance: Contact SLOC Air Pollution Control District, at 805-781-5912, for their requirements. Clearance must be obtained prior to Building Permit issuance. |

Notes/Comments: _____

Staff signature: _____

Date: _____

Applicant signature: _____

Date: _____



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CONSENT OF LANDOWNER FORM

Consent for what activity? Business License or type of permit: _____

Site location: _____

Property owner: _____ Day phone: _____

Address: _____

City: _____ Zip code: _____

Person authorized to act as Agent/Applicant: _____

Applicant/Agent _____ Day phone: _____

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 permit, business license or other City entitlement is being requested, do certify that:

- I. Business Licenses: I am aware of the Home Occupation Permit being requested and the applicant has my/our full consent to operate the home occupation at this location; OR THAT

- II. Building Permits, Land Use Permits: Such application may be filed and processed with my/our full consent. The applicant is authorized to act as our agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Morro Bay 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 in advance of City action on the Land Use Permits; Inspection of any construction, grading or other development activities following any land use permit approval or evaluation of the satisfactory completion of development authorized through land use permit approval, including continuing compliance with any conditions of approval.

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

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 (805) 772-6213

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**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: _____

Address of Authorized

Agent: _____

Phone Number 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.

Property Owner's Signature: _____ Date: _____

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.

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 Information and 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.

OWNER'S ACKNOWLEDGMENT/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 which erroneously implies that the property owner is providing his or her own labor and material personally. I 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 such injuries. I will check with my insurance agent.

____ 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 if someone else will actually be responsible for performing the construction, 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 as the party legally responsible for proposed construction activity, including legal and financial liability, at the following address:

___11. I agree that, as the party legally responsible for this proposed construction activity, including legal and financial liability, I will abide by all applicable laws and requirements governing Owner-Contractors or Owner-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 Morro Bay Public Services, 955 Shasta Ave, Morro Bay CA 93442.

Signature of property owner:_____ Date: _____