



City of San Diego  
**Development Services**  
 1222 First Ave., MS-302  
 San Diego, CA 92101  
 (619) 446-5000

# General Application

**FORM DS-3032**  
 JANUARY 2012

Part I ( Must be completed for all permits/approvals)

**1. Approval Type:** *Separate electrical, plumbing and / or mechanical permits are required for projects other than single-family residences or duplexes*  Electrical/Plumbing/Mechanical  Sign  Structure  Grading  Public Right-of-Way;  Subdivision  Demolition/Removal  Development Approval  Vesting Tentative Map  Tentative Map  Map Waiver  Other: \_\_\_\_\_

**2. Project Address/Location:** *Include Building or Suite No.* \_\_\_\_\_ **Project Title:** \_\_\_\_\_ **Project No.:** *For City Use Only* \_\_\_\_\_

**Legal Description:** *(Lot, Block, Subdivision Name & Map Number)* \_\_\_\_\_ **Assessor's Parcel Number:** \_\_\_\_\_

**Existing Use:**  House/Duplex  Condominium/Apartment/Townhouse  Commercial/Non-Residential  Vacant Land

**Proposed Use:**  House/Duplex  Condominium/Apartment/Townhouse  Commercial/Non-Residential  Vacant Land

**Project Description:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Property Owner/Lessee Tenant Name:** *Check one*  Owner  Lessee or Tenant Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**4. Permit Holder Name** - This is the property owner, person, or entity that is granted authority by the property owner to be responsible for scheduling inspections, receiving notices of failed inspections, permit expirations or revocation hearings, and who has the right to cancel the approval (in addition to the property owner). SDMC Section 113.0103.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**5. Licensed Design Professional** (if required): (check one)  Architect  Engineer License No.: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**6. Historical Resources/Lead Hazard Prevention and Control -**

- a. Year constructed for all structures on project site: \_\_\_\_\_
- b. HRB Site # and/or historic district if property is designated or in a historic district (if none write N/A): \_\_\_\_\_
- c. Does the project include any permanent or temporary alterations or impacts to the exterior (cutting-patching-access-repair, roof repair or replacement, windows added-removed-repaired-replaced, etc)  Yes  No
- d. Does the project include any foundation repair, digging, trenching or other site work  Yes  No

I certify that the information above is correct and accurate to the best of my knowledge. I understand that the project will be distributed/reviewed based on the information provided.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**7. Notice of Violation** - If you have received a Notice of Violation, Civil Penalty Notice and Order, or Stipulated Judgment, a copy must be provided at the time of project submittal. Is there an active code enforcement violation case on this site?  No  Yes, copy attached

**8. Applicant Name:** *Check one*  Property Owner  Authorized Agent of Property Owner  Other Person per M.C. Section 112.0102

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Applicant's Signature:** I certify that I have read this application and state that the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application ([Municipal Code Section 112.0102](#)). I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes. I have the authority and grant City staff and advisory bodies the right to make copies of any plans or reports submitted for review and permit processing for the duration of this project.

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



Project Address/Location: Include Building or Suite No.

Project No. For City Use Only

Part II (Must be completed for all Construction Permits, except Grading and Public Right-of-way)

**9. Contractor Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

State License No.: \_\_\_\_\_ License Class: \_\_\_\_\_ City Business Tax No.: (required per SDMC Section 31.0301)

**\* 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.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature or authorized agent: \_\_\_\_\_

**10. \* Workers' Compensation Declaration:** I hereby affirm under penalty of perjury one of the following declarations:

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.

I hereby affirm under penalty of perjury one of the following declarations:

- a. 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.
- b. 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:

Insurance Carrier: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Phone No.: \_\_\_\_\_

- c. 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.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor, owner, or authorized agent signature: \_\_\_\_\_

**11. \* Owner-Builder 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).):

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature or authorized agent: \_\_\_\_\_

**A separate Owner-Builder Verification form (DS-3042) must also be signed by the owner.**

**12. Construction Lending Agency:** I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C).

Lender's Name: \_\_\_\_\_ Lender's Address: \_\_\_\_\_

\* Required per California State Law, Health & Safety Code Section 19825-29