



DEVELOPMENT SERVICES, BUILDING DIVISION

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17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236

**INSTRUCTIONS FOR FAXING OR MAILING**  
**A PERMIT APPLICATION**

The following information is a list of Building Division filing requirements for issuing a building permit using fax or mail.

The following items are required to be completed by the applicant on the permit application.

1. Building address
2. Property owner's name, mailing address and phone number
3. Contractor name, mailing address and phone number
4. City of Morgan Hill Business License and expiration date
5. Valuation of work
6. Description of proposed work
7. Contractor's State License Number, license class, and **signature** (*Copy of state license card required*)
8. Workers' compensation carrier name, policy number, expiration date, name of agent, phone # and **signature** (*Copy of certificate of workers' compensation showing current policy number and expiration required*)
9. **Signature and date**
10. Payment of permit
  - a. If paying by credit card, please provide the following information in writing (on a separate sheet of paper) **each** time you apply for a permit.
    - i. Credit card number (Visa or Master Card only)
    - ii. Expiration date
    - iii. 3 digit security pin number (Located on back of credit card)
    - iv. Authorized signature

**Signature Requirement.** The permit must be signed by the contractor/owner of the company. If the signature on the permit is that of an agent or employee of the company, a letter of authorization must be provided from the owner authorizing the agent to sign for the permit. **Permits will not be issued without the above information.**

If you have any additional questions, please contact our office at (408) 778-6480.

City of Morgan Hill  
Building Division

**City of Morgan Hill**  
**Development Services Center**

17575 Peak Ave  
 Morgan Hill, CA 95037  
 (408)778-6480

**BUILDING PERMIT APPLICATION**  
 Permit Number: \_\_\_\_\_

**BUILDING ADDRESS**

**PARCELTRACT #**

**LOT #**

**APN**

<p># 1 _____</p> <p># 2 <b>Property Owner</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Phone No: _____</p>	<p><b>Architect</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Phone No: _____</p>
<p># 3 <b>Contractor</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Phone No: _____</p>	<p><b>Engineer</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Phone No: _____</p>
<p># 4 MH Lic. No. _____ Exp. ____/____/____</p>	<p><b>RECEIVED DATE:</b> _____</p> <p><b>ISSUED DATE:</b> _____</p> <p><b>PROJECT NAME:</b> _____</p> <p># 5 <b>VALUATION:</b> \$ _____</p> <p><b>CONSTRUCTION TYPE:</b> _____</p> <p><b>OCCUPANCY GROUP:</b> _____</p> <p><b>EXISTING USE:</b> _____</p> <p><b>PROPOSED USE:</b> _____</p>

<p><b>Description of Work</b></p> <p># 6 _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Plan Check Fees</b></p> <p>Paid Plan Check Fees: _____</p> <p>Permit Fees _____</p> <p>Paid Permit Fees: _____</p>
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# 7 **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 Number: \_\_\_\_\_

SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

**OWNER-BUILDER DECLARATION:** I hereby affirm under penalty of perjury that I am exempt from the Contractors' License Law for the following reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Sec. 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' 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 (Sec. 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 (Sec. 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 reasons: \_\_\_\_\_

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year 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>.

SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

# 8 **WORKERS' COMPENSATION DECLARATION 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:

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: \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_

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.

SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

**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 (Sec. 3097, Civil Code). By my signature below, I certify to each of the following: I am the property owner or authorized to act on the property owner's behalf. I have read this 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.

Lender's Name: \_\_\_\_\_ Lender's Address: \_\_\_\_\_  
 SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

I certify that I have read this application and state that the above information is correct. I agree to comply with all City and county ordinances and state laws relating to building construction, and hereby authorize representatives of this agency to enter upon the above-mentioned property for inspection purposes. I (we) further agree to save, indemnify, and keep harmless the City of Morgan Hill against liabilities, judgments, costs, and expenses which may in any way accrue against said City in consequence of the granting of this permit and will pay all expenses including attorney's fees in connection therewith. All work performed by virtue of this permit must conform to plans and specifications and application filed by the owner or his authorized agent with the Building Inspection Division. This permit does not constitute approval of any violation of the above recited provisions, nor of any state or city ordinance.

#9 SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

## Description of Proposed Work

Below is a list of the details required when filling out the proposed work section (#4) of the permit application.

For **Re-roof permit** please include the following:

What is being removed;      **ex. Removing wood shakes**  
What is being installed;      **ex. Installing composition**  
Life time of roof;              **ex. 40 yr**  
Weight of felt;                  **ex. 30 lb felt**  
Sheathing thickness;         **ex. ½" sheathing**  
Number of squares;            **ex. 10 sq.**

**(Note:** If installing Tile please provide weight and ICC-ES Evaluation Report. Engineer calculations required on tile exceeding 600 lb's)

For **Furnace replacement and or A/C replacement or additions** please include the following:

Indicate if unit is new or a replacement

A/C installations include tonnage of unit      **ex. Add 4 ton A/C**  
Furnace installations include btu's            **ex. Replace gas furnace 115,000 btu's**  
Gas or electric

For **Water Heater permits** please include the following:

Indicate if unit is new or a replacement

How many gallons                      **ex. Replace 80 gallon water heater**  
Gas or electric

(Note: For tankless water heater please include a diagram of gas line and gas line calculation)

For **Plumbing permits (re-pipe only)** please include the following:

Number of fixtures                      **ex. Repipe - 4 sinks, 4 showers, 1 tub, 1 water heater, ect.**