



# BUILDING PERMIT APPLICATION

Development Services Department / Building Division  
3232 Main Street, Lemon Grove, CA 91945  
Phone: 619-825-3805 Fax: 619-825-3818  
www.lemongrove.ca.gov

## PROPERTY INFORMATION FOR JOB SITE

PROPERTY OWNER NAME:

PROJECT STREET ADDRESS:

DAYTIME PHONE NUMBER:

ALTERNATE PHONE NUMBER:

ASSESSOR'S PARCEL #:

EMAIL:

PROPERTY OWNER'S MAILING ADDRESS (IF DIFFERENT):

CITY:

STATE / ZIP:

## DESCRIPTION OF WORK:

RESIDENTIAL

COMMERCIAL

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Room Addition                         | <input type="checkbox"/> Tenant Improvements | _____   | Total Sq Ft                           |
| <input type="checkbox"/> Re-Roof                               | Number of Squares _____                      |   |                                       |
| Roof Material  | <input type="checkbox"/> Fiberglass Shingle  | <input type="checkbox"/> Built-Up                                 | <input type="checkbox"/> Tile         |
| <input type="checkbox"/> New or Renovated Landscape Area _____ | Sq. Ft.                                      |   | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Illuminated Sign _____                | Sq. Ft.                                      | <input type="checkbox"/> Water Heater                             |                                       |
| <input type="checkbox"/> Non-Illuminated Sign _____            | Sq. Ft.                                      | <input type="checkbox"/> Heater                                   |                                       |
| <input type="checkbox"/> Fire Sprinkler _____                  | Sq. Ft.                                      | <input type="checkbox"/> Fireplace                                |                                       |
| <input type="checkbox"/> Balcony _____                         | Sq. Ft.                                      | <input type="checkbox"/> Air Conditioning                         |                                       |
| <input type="checkbox"/> Patio Cover _____                     | Sq. Ft.                                      | <input type="checkbox"/> Other Electrical (Please describe below) |                                       |
| <input type="checkbox"/> Enclosed Patio _____                  | Sq. Ft.                                      | <input type="checkbox"/> Other Mechanical (Please describe below) |                                       |
| <input type="checkbox"/> Retaining Wall _____                  | Sq. Ft.                                      | <input type="checkbox"/> Other Plumbing (Please describe below)   |                                       |
| <input type="checkbox"/> Elec. Upgrade _____                   | Amps   | <input type="checkbox"/> Photovoltaic Systems                     |                                       |

*Is this application a result of Code Enforcement action?*

Yes

No

*Is there an existing Fire Suppression System*

Yes

No

## DETAILED DESCRIPTION/ADDITIONAL INFORMATION:

## CHECK ALL THAT APPLY:

- New Construction  2,500 square feet or larger
- Renovation  1,000 square feet or larger
- Demolition  Less than 1,000 square feet

**Construction & Demolition Debris Diversion Deposit may be required.**

**RESPONSIBLE PERSON/APPLICANT/CONTRACTOR INFORMATION:****CONTACT NAME:****COMPANY NAME:****ADDRESS:****CITY:****STATE/ZIP:****PHONE NUMBER:****FAX NUMBER:****CONTRACTOR INFORMATION:**

Note: All general contractors and subcontractors must have a valid Contractor's State License on their person at time of issue of permit. All Contractor's State License numbers will be verified by this office prior to issuance of any permits. All contractors (general & sub) must have a city of Lemon Grove Business License prior to issuance of any building permits.

**CONTRACTOR NAME:****CONTACT NAME:****ADDRESS:****CITY:****STATE/ZIP:****STATE LICENSE #:****CLASS CODE(S):****EXPIRATION DATE:****WORKER'S COMP:****POLICY #:****EXPIRATION DATE:****CITY BUSINESS LICENSE #:****EXPIRATION DATE:****PROPERTY OWNER:**

If applying for the permit as owner/builder.

**Signature:****Date:****Name (please print):****Email:**

**Note: This application being signed under penalty of perjury and does not require notarization.**

Property Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

### **DECLARATIONS**

To obtain this permit, the undersigned hereby files this application and agrees, certifies and declares:

• That notice has been given me that this permit may be used only in compliance with the Lemon Grove Municipal Code, and all other applicable ordinances and laws. • That this permit does not allow occupancy, and that no occupancy is permitted, of the construction for which this permit is issued until it has been approved in writing by this office for occupancy after final inspection. • That this permit does not allow, and separate permits are required for, any plumbing, electrical, heating and air conditioning work. • I agree that the city may enter upon the job premises at any reasonable time to inspect any work installed under this permit, to remove any non-conforming construction at my own expense, and to otherwise act as when required by the Lemon Grove Municipal Code.

#### **LICENSED CONTRACTOR 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 Professional Code, and my license is in full force and effect.

License Class \_\_\_\_\_ License Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Contractor Name \_\_\_\_\_

#### **OWNER-BUILDER DECLARATION**

I hereby affirm under the penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Section 7031.5, Business & 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/she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 [commencing with Section 7000] of Division 3 of the Business & Professions Code) or that he/she is exempt there from 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 (\$500.00)).

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Section 7044, Business & Professions Code: The Contractors License Law does not apply to an owner of the property who builds or improves thereon, and who does the work him/herself or through his/her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvements is sold within one year of completion, the owner-builder will have the burden of proving that he/she did not improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044, Business & Professions Code: The Contractors License Law does not apply to the owner of property who builds or improves, thereon, and who contracts for the projects with contractor(s) licensed pursuant to the Contractors License Law.)

I am exempt under Section \_\_\_\_\_ of the Business & Professions Code for this reason

Property Owner \_\_\_\_\_ Date \_\_\_\_\_

#### **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 worker's compensation, as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain worker's 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 Number \_\_\_\_\_  
(This section need not be completed if the permit is for one hundred dollars (\$100.00) or less)

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 worker's compensation laws of California, and agree that if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with these provisions.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

***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 (\$100,000.00) IN ADDITION TO THE COST OF COMPENSATION DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.***

The Contractors' State License Board shall semiannually compile and distribute to city, county, and city and county building departments a list of all contractors who did not secure payment of compensation in compliance with Article 1 (commencing with Section 3700) of Chapter 4 of Part 1 of Division 4 of the Labor Code during any period for which workers were employed during the preceding six months.

**THIS PERMIT SHALL EXPIRE BY LIMITATION AND BECOME NULL AND VOID IF THIS WORK IS NOT COMMENCED WITHIN 180 DAYS. SHOULD ANY WORK, AUTHORIZED BY THIS PERMIT, BE SUSPENDED OR ABANDONED FOR 180 DAYS, THIS PERMIT SHALL BE NULL AND VOID. A NEW PERMIT WILL BE REQUIRED FOR ANY EXPIRED PERMIT.**

APPLICANT/AGENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT APPLICANT/AGENT NAME \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements (Stormwater Intake Form for all Development Permit Applications)		Form I-1	
<b>Project Information</b>			
Project Address/Location:			
Brief Description of Work Proposed:			
<b>Determination of Requirements</b>			
Answer each step below. <b>Upon reaching a Stop, do not complete further Steps beyond the Stop.</b> If additional forms are required, complete those additional forms and submit them along with this form as a complete set.			
Step	Answer	Progression	
<b>Step 1:</b> Does the project consist exclusively of one or both of the activity types below? <ul style="list-style-type: none"> <li>• Project with no soil disturbance or change to building general exterior dimensions or structural framing. <i>Examples:</i> interior remodeling, electrical work, HVAC work, plumbing, etc.</li> <li>• Routine maintenance. <i>Examples:</i> roof repairs, pavement grinding, resurfacing existing roadways, routine replacement of damaged pavement (e.g., pothole repair), resurfacing or repairing existing sidewalks or pedestrian ramps, trenching and resurfacing associated with utility work, or rebuilding a structure to its original design after a fire or natural disaster.</li> </ul>	<input type="checkbox"/> Yes	<b>Stop.</b> No permanent storm water BMP plan is required. Review and sign the Stormwater Certification Statement.	
	<input type="checkbox"/> No	Complete and attach Form I-2	
<b>Certification</b>			
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. This application is signed under penalty of perjury and does not require notarization.			
<b>Name of Person Completing this Form</b>		<b>Date Completed</b>	
<b>Role of Person Completing this Form</b>	<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other: _____		
<b>Signature</b>			

For additional information and to review the BMP Design Manual, visit  
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

**Stormwater Certification Statement**

The following stormwater quality protection measures are required by Lemon Grove Municipal Code Chapter 8.48 and the City's Jurisdictional Runoff Management Program.

1. All applicable construction BMPs and non-stormwater discharge BMPs shall be implemented in accordance with the City of Lemon Grove minimum BMP requirements included in the City of Lemon Grove Municipal Code and the City of Lemon Grove Jurisdictional Runoff Management Program (JRMP). All stormwater BMPs shall be maintained for the duration of the project.
2. Erosion control BMPs shall be implemented for all portions of the project area in which no work has been done or is planned to be done over a period of 14 or more days. All onsite drainage pathways that convey concentrated flows shall be stabilized to prevent erosion.
3. Run-on from areas outside the project area shall be diverted around work areas to the extent feasible. Run-on that cannot be diverted shall be managed using appropriate erosion and sediment control BMPs.
4. Sediment control BMPs shall be implemented, including providing fiber rolls, gravel bags, or other equally effective BMPs around the perimeter of the project to prevent transport of soil and sediment offsite. Any sediment tracked onto offsite paved areas shall be removed via sweeping at least daily. All BMPs shall be installed and maintained in accordance with the applicable CASQA fact sheets.
5. Trash and other construction wastes shall be placed in a designated area at least daily and shall be disposed of in accordance with applicable requirements.
6. Materials shall be stored to avoid being transported in storm water runoff and non-storm water discharges. Concrete washout shall be directed to a washout area designed in accordance with CASQA standards; concrete shall not be washed out to the ground.
7. Stockpiles and other sources of pollutants shall be covered when the chance of rain within the next 48 hours is at least 50%.

I certify that the stormwater quality protection measures listed above will be implemented at the project described on Form I-1. I understand that failure to implement these measures may result in monetary penalties or other enforcement actions. This certification is signed under penalty of perjury and does not require notarization.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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For additional information and to review the BMP Design Manual, visit  
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

<b>Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard Development Projects</b>	Form I-2
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**Project Information**

Project Address/Location:

Brief Description of Work Proposed:

**Determination of Requirements**

Answer each step below. **Upon reaching a Stop, do not complete further Steps beyond the Stop.** If additional forms are required, complete those additional forms and submit them along with this form as a complete set.

Step	Answer	Progression
<b>Step 1:</b> Does the project create or replace <u>less</u> than 5,000 square feet of impervious area (rooftop or pavement, including roads, sidewalks, parking lots, concrete patios, etc.) <u>AND</u> is also not an automotive repair shop or a retail gasoline outlet?	<input type="checkbox"/> Yes	<b>Stop.</b> Incorporate Construction Stormwater BMP Notes and Standard Project Stormwater BMP Notes onto site plan.
	<input type="checkbox"/> No	Complete and attach Form I-3.

**Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. This application is signed under penalty of perjury and does not require notarization.

<b>Name of Person Completing this Form</b>		<b>Date Completed</b>	
<b>Role of Person Completing this Form</b>	<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other: _____		
<b>Signature</b>			

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For additional information and to review the BMP Design Manual, visit  
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

## **Construction Stormwater BMP Notes and Standard Project Stormwater BMP Notes**

The following construction BMP notes shall be added to the site plan:

### Construction Stormwater BMP Notes

1. All applicable construction BMPs and non-stormwater discharge BMPs shall be implemented in accordance with the City of Lemon Grove minimum BMP requirements included in the City of Lemon Grove Municipal Code and the City of Lemon Grove Jurisdictional Runoff Management Program (JRMP). All stormwater BMPs shall be maintained for the duration of the project.
2. Erosion control BMPs shall be implemented for all portions of the project area in which no work has been done or is planned to be done over a period of 14 or more days. All onsite drainage pathways that convey concentrated flows shall be paved, protected by laying aggregate over exposed soil, fully covered by established vegetation, or otherwise stabilized to prevent erosion.
3. Run-on from areas outside the project area shall be diverted around work areas to the extent feasible. Run-on that cannot be diverted shall be managed using appropriate erosion and sediment control BMPs in accordance with applicable CASQA fact sheets.
4. Sediment control BMPs shall be implemented, including providing fiber rolls, gravel bags, or other equally effective BMPs around the perimeter of the project to prevent transport of soil and sediment offsite. Any sediment tracked onto offsite paved areas shall be removed via sweeping at least daily. All BMPs shall be installed and maintained in accordance with the applicable CASQA fact sheets.
5. Trash and other construction wastes shall be placed in a designated area at least daily and shall be disposed of in accordance with applicable requirements.
6. Materials shall be stored to avoid being transported in storm water runoff and non-storm water discharges. Concrete washout shall be directed to a washout area designed in accordance with CASQA standards; concrete shall not be washed out to the ground.
7. Stockpiles and other sources of pollutants shall be covered when the chance of rain within the next 48 hours is at least 50%.

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The following permanent (post-construction) BMP notes listed shall be added to the site plan, except where not applicable and feasible as determined by the City of Lemon Grove.

### Permanent (Post-Construction) Stormwater BMP Notes

1. Landscaped areas shall be designed in accordance with Lemon Grove Municipal Code Chapter 18.44 (Water Efficient Landscape Regulations).
2. Roof drainage shall be directed to landscaped areas or rain barrels (applies to new roofs only).

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For additional information and to review the BMP Design Manual, visit  
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.

3. Driveway and walkways shall be designed to drain to adjacent landscaped or natural areas or constructed using permeable materials (applies only to driveways and walkways created or replaced as part of the proposed project).
4. Streets, sidewalks, and parking lot aisles shall be constructed to the minimum width necessary, provided public safety is not compromised.
5. Existing trees and natural areas, including but not limited to natural water bodies and natural storage reservoirs or drainage corridors (e.g., topographic depressions, natural swales, and areas of naturally permeable soils), shall be conserved and protected to the extent feasible.
6. The impervious footprint, including roofed areas and paved areas, of the project shall be minimized to the extent applicable and feasible.
7. Dumpsters, other trash receptacles, and waste cooking oil containers shall be stored inside buildings or in four-sided enclosures with a structural overhead canopy designed to prevent precipitation from contacting materials stored in the enclosure.
8. Onsite storm drains shall be stenciled or otherwise permanently labeled with “No Dumping, Drains to Ocean” or other equivalent language approved by the City.
9. Outdoor material storage areas and outdoor work areas shall be protected from rainfall, run-on, and wind dispersal.
10. Planning inspection required prior to final.

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For additional information and to review the BMP Design Manual, visit  
<http://www.lemongrove.ca.gov/departments/development-services/stormwater>.