



## SELECT PERMIT TYPE

**\*Please note that Tenant Improvements/Remodels require multiple permits if different trades are involved. Therefore valuations should be split according to each trade.**

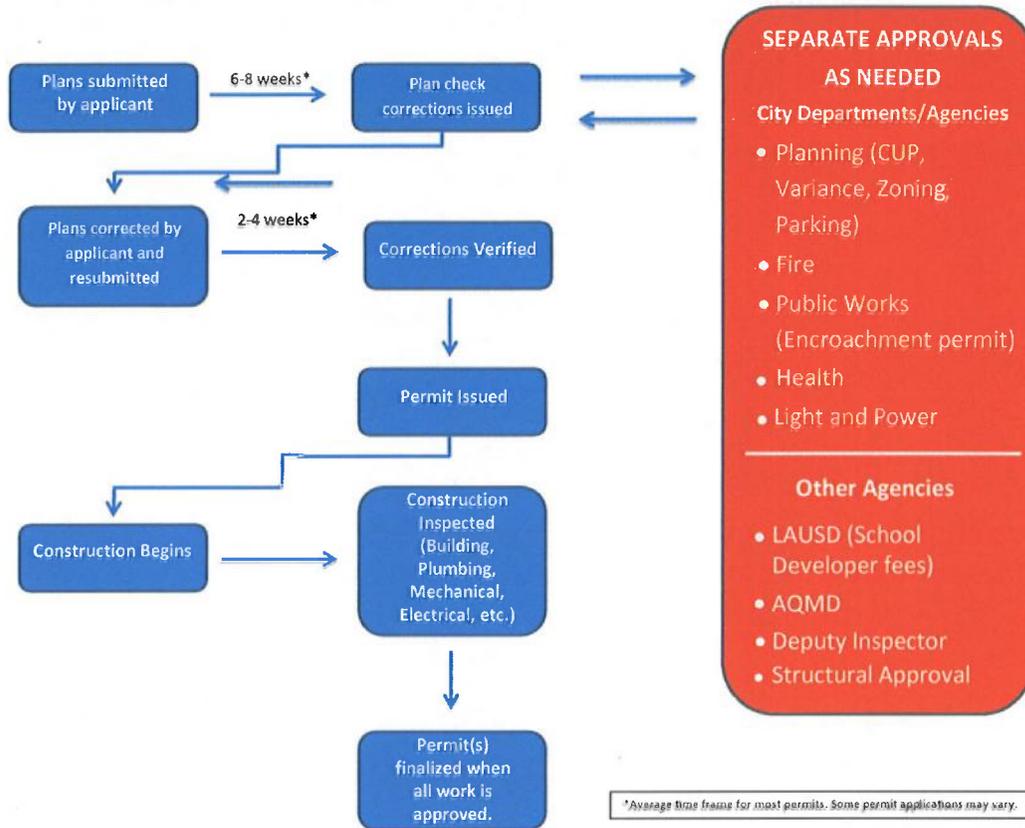
- Demolition\*\*** (demolition of all or a portion of an existing building or structure)
- Electrical\*\*** (electrical systems or any equipment that is electrically driven)
- Fire Alarm** (monitoring systems for fire)
- Fire Extinguishing System** (sprinklers, suppression, etc.)
- Fire Hazardous Materials** (removal of tanks, installation of tanks, etc.)
- Fire Miscellaneous** (high pile storage, protector wire, etc.)
- Grading\*\*** (earthwork and paving of a site that is **less than 5,000 Sq. Ft.**)
- Grading /LID\*\*** (earthwork and paving of a site **greater than 5,000 Sq. Ft.**)
- Industrial Addition\*\*** (An addition to the exterior of an existing building or structure)
- Industrial New\*\*** (standalone newly constructed building or structure)
- Industrial Remodel\*\*** (A modification to the interior or exterior of an existing building)
- Mechanical\*\*** (HVAC, refrigeration, gas fired equip., ducts, boilers, airlines, gas lines, etc.)
- Miscellaneous\*\*** (storage rack system, signs, fences, equipment foundation, etc.)
- Plumbing** (water, sewer, storm drains, plumbing fixtures, clarifiers, water, heaters, interceptors)
- Roofing\*** (removing, replacing, repairing, etc.)
- Commercial Addition\*\*** (addition to the exterior of an existing building or structure)
- Commercial New\*\*** (standalone newly constructed building or structure)
- Commercial Remodel\*\*** (modification to the interior or exterior of an existing building)
- Multi / Residential Addition\*\*** (addition to the exterior of an existing building)
- Multi / Residential New\*\*** (standalone newly constructed building or structure)
- Multi / Residential remodel\*\*** (modification to the interior of an existing building)

**AFTER SELECTING THE PERMIT TYPE, PLEASE FILL IN THE INFORMATION ON THE ATTACHED FORM.**

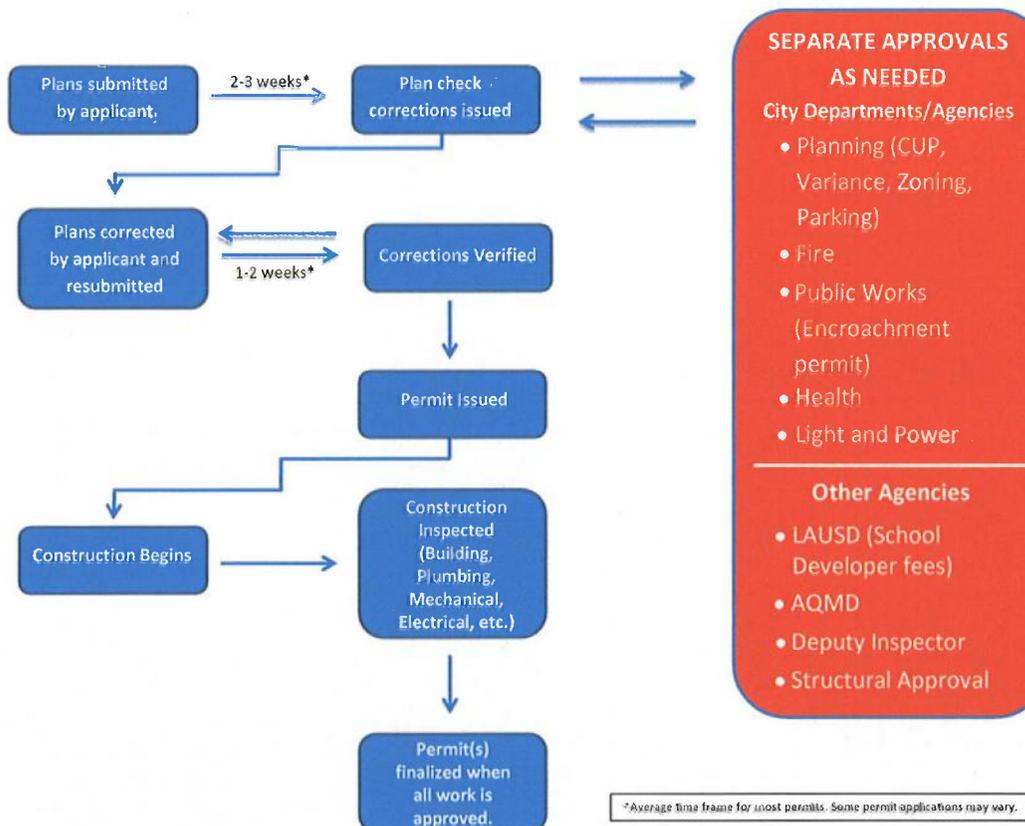
**\*Permit must be submitted with the Roofing Requirements and Questionnaire form upon submittal. In addition, a separate Miscellaneous permit may be required for asbestos removal.**

**\*\* Separate forms, applications, and/or permits may be required to be submitted prior to issuing permit.**

## Building Permit Workflow (New Building)



## Building Permit Workflow (T.I. & Remodel)





# City of Vernon

Public Works Department  
4305 S Santa Fe Avenue, Vernon, CA 90058  
(323) 583-8811 Fax (323) 826-1435

## Permit Application

Project Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

1.)

Property Owner _____	Owner's Phone # _____
Owner's Address _____ (Number) (Street)	Email Address _____
_____ (City) (State) (Zip)	Owner Builder Yes No

2.) **IF APPLICANT IS SAME AS CONTRACTOR, PLEASE SKIP TO #3**

Applicant's Name _____	Applicant's Phone # _____
Company Name _____	Email _____
Applicant's address _____ (Number) (Street) (City) (State) (Zip)	

3.)

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

Tenant Name: \_\_\_\_\_ Tenant Phone # \_\_\_\_\_

Will project include food processing (storage, packaging etc.) or underground storage tanks? Yes No

Project Valuation \$ \_\_\_\_\_ (Estimated cost of project, including cost of Labor and Materials)

4.) **CONTRACTOR INFORMATION**

Company _____	Phone # _____
Name _____	Email _____
Address _____ (Number) (Street) (City) (State) (Zip)	
State License # _____ Class: _____	Expiration _____

5.) **ARCHITECT/ENGINEER** State License # \_\_\_\_\_

Company _____	Phone # _____
Name _____	Email _____
Address _____ (Number) (Street) (City) (State) (Zip)	

6.) **NPDES REQUIREMENTS**

A.) How much soil will be exposed for this project? <1 acre    ≥ 1 acre    None    5,000 Sq. Ft. Redevelopment

If (1) one acre or more, please answer section B.

B.) Area of disturbance (acres) \_\_\_\_\_

**FOR OFFICIAL USE ONLY**  
Approved: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Vernon**  
4305 Santa Fe Avenue  
Vernon, CA 90058

# PERMIT / PLAN REVIEW APPLICATION

Address \_\_\_\_\_

## LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under the 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 No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

## OWNER - BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, California Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires that the applicant for such permit to file a signed statement that he Or she is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9, commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom 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 the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of a property who builds or improves thereon, and who does such work himself or herself or through his or her employees, provided that such 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 he or she did not build or improve 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 License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a subcontractor or subcontractors licensed pursuant to the Contractors License Law).

I am exempt under Sec. \_\_\_\_\_, B & P.C. for this reason:  
\_\_\_\_\_  
\_\_\_\_\_

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

## WORKER'S COMPENSATION DECLARATION

(Health and Safety, Code Sec. 19825)

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, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued

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 worker's 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) 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 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.

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

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.

## 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, Civ.C.).

Lender's Name \_\_\_\_\_  
(if None, so Indicate)

Lender's Address \_\_\_\_\_

## IMPORTANT: APPLICATION IS HEREBY MADE TO THE BUILDING OFFICIAL FOR A PERMIT SUBJECT TO THE CONDITIONS AND RESTRICTIONS SET FORTH ON THIS APPLICATION AND THE FOLLOWING:

1. The City's approved plans and permit inspection card must remain on the job site for use by City inspection personnel.
2. Final inspection of the work authorized by this permit is required. A Certificate of Occupancy must be obtained prior to use and occupancy of new buildings or additions.
3. Each person upon whose behalf this applications is made and each person at whose request and for whose benefit work is performed under or pursuant to any permit issued as a result of this application agrees to, and shall indemnify and hold harmless the City of Vernon, it's officers, agents and employees in accordance with the provisions of Section 24.2 of the municipal code of the City of Vernon.
4. This permit/plan review expires by time limitation and becomes null and void if the work authorized by the permit is not commenced within 180 days from the date of permit issuance or if the permit is not obtained within 180 days from the date of plan submittal. This permit expires and becomes null and void if any work authorized by this permit is suspended or abandoned for 180 consecutive days or if no progressive work has been verified by a City building inspector for a period of 180 consecutive days.

*CERTIFICATION I certify that I have read this application and state that the above information is correct and that I am the owner or the duly authorized agent of the owner. I agree to comply with all city and state laws relating to building construction. I hereby authorize representatives of this City to enter upon the above-mentioned property for inspection purposes. If, after making the Certificate of Exemption from the Worker's Compensation provisions of the Labor Code, I should become subject to such provisions, I will forthwith comply. In the event I do not comply with Workmen's Compensation law, this permit shall be deemed revoked*

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
Print name

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

To schedule an inspection visit:

[www.cityofvernon.org/inspections](http://www.cityofvernon.org/inspections)  
or dial 323.826-3685

Requests for inspection should be made at least one (1) business day in advance of the inspection.

## INSPECTOR OFFICE HOURS ARE:

Monday - Thursday  
7:00 a.m. - 9:00 a.m. (All Inspectors)  
12:30 p.m. - 2:00 p.m. (Electrical)  
1:30 p.m. - 2:00 p.m. (Building, Mechanical/Plumbing, Fire)  
4:30 p.m. - 5:30 p.m. (All Inspectors)