

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)
- 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)
- Industrial Wastewater** (Processing of a LACSD wastewater permits)
- Mechanical** (HVAC sys, refrigeration sys, 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)
- Trailer** (construction trailer, temporary trailer)
- 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 may be required to be submitted prior to issuing permit.**

Permit Definitions

- Addition** An addition is added structure to the exterior of an existing building. This includes a canopy that is both supported off of the building and also from the ground. A canopy that is totally supported from the building would be considered a remodel.
- Commercial** Commercial uses includes buildings used exclusively for office use, retail use or commercial uses such as banks, restaurants, print shop and other similar uses. A commercial use typically provides a service to an individual or a business.
- Electrical** An electrical permit is required for the installation of any electrical systems or any equipment that is electrically driven. If the equipment needs a foundation or an upgrade to the buildings structural system to support the equipment a separate building permit shall be obtained.
- Grading** Includes both earthwork and paving of a site.
- Industrial** For the purposes of building permits an industrial building permit is for all buildings used for manufacturing, warehouse, wholesale recycling or similar uses.
- Mechanical** A mechanical permit is required for the installation of any mechanical equipment, such as HVAC systems, refrigeration systems, gas fired equipment, vents and ducts, boilers and gas, air and steam lines. If the equipment needs a foundation or an upgrade to the buildings structural system to support the equipment a separate building permit shall be obtained.
- Miscellaneous**-Includes the installation of storage rack systems, signs, fences, site walls and improvements for the installation of equipment including foundations, structural strengthening of the building to support the equipment and equipment platforms and asbestos removal.
- New** Is a standalone newly constructed building or structure with a roof covering. This includes a self-supported canopy.
- Plumbing** A plumbing permit is required for any water, sewer and storm drainage lines, plumbing fixtures, clarifiers, interceptors and water heaters (excluding boilers).
- Remodel** A remodel includes tenant improvements to the office components of a building including the installation of new doors and windows, relocation or installation of new walls and ceilings and ADA disability improvements. Remodel includes the construction of new interior offices and mezzanines and the construction of canopies fully supported by the building. A remodel also includes the seismic strengthening of a structure.

CITY OF VERNON PERMIT APPLICATION FORM

PERMIT INFORMATION			ARCHITECT - ENGINEER CONTRACTOR INFORMATION		
SITE ADDRESS		UNIT	CONTACT NAME FOR CONTRACTOR / OWNER BUILDER		
CITY	STATE	ZIP CODE	TITLE	COMPANY	
PARCEL NUMBER	NUMBER OF STORIES	SQUARE FEET	MAILING ADDRESS		UNIT
DESCRIPTION OF WORK			CITY	STATE	ZIP CODE
			PHONE		FAX
VALUATION	CONSTRUCTION TYPE		STATE LICENSE NO.	EXPIRATION	TYPE
SQ. FT OF CONDITION SPACE	SQ. FT OF NON CONDITION SPACE		INSURANCE INFO. TYPE WORKER'S COMP.	POLICY NO.	EXP. DATE
PROPERTY OWNER'S NAME	PROPERTY OWNER'S TITLE		INSURANCE COMPANY		
PROPERTY OWNER'S COMPANY			How much soil will be exposed for this project? <input type="checkbox"/> < 1 acre <input type="checkbox"/> ≥ 1 acre <input type="checkbox"/> None		
CITY	UNIT		CONTACT NAME FOR ARCHITECT / ENGINEER		
PROPERTY OWNER'S ADDRESS	STATE	ZIP CODE	TITLE	COMPANY	
PHONE	FAX		MAILING ADDRESS		UNIT
APPLICANT'S NAME	APPLICANT'S TITLE		CITY	STATE	ZIP CODE
APPLICANT'S COMPANY	APPLICANT'S E-MAIL		PHONE	FAX	
APPLICANT'S ADDRESS		UNIT	STATE LICENSE NO.	EXPIRATION	TYPE
CITY	STATE	ZIP CODE			
PHONE	FAX				
TENANT / OCCUPANT					
TENANT'S ADDRESS		UNIT			
CITY	STATE	ZIP CODE			
PHONE	FAX				

CITY OF VERNON - OFFICE USE ONLY	
IS PROJECT WITHIN REDEVELOPMENT AREA?	YES NO
ARE SCHOOL DEVELOPER FEES REQUIRED?	YES NO
NPDES REQUIREMENTS (CHECK ONE):	
General Construction Permit Project NOI / SWPPP Req'd	
Minimum BMP Project Sediment / Erosion Control and Cons. Mat'l Control	
NPDES Exempt - No Requirements	



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 and title

SIGNATURE _____ DATE _____

CALLS FOR INSPECTION

Requests for inspection should be made at least one (1) business day in advance of the inspection by telephone at (323) 583-8811.

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)