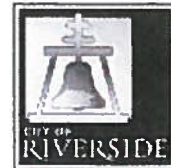


City of Riverside

Building & Safety Division
Phone: (951) 826-5697, Fax: (951) 826-5622
www.riversideca.gov



❖ FAX OR MAIL-IN PERMIT APPLICATION ❖

NOTE: ONLY A LICENSED CONTRACTOR OR THE LEGAL PROPERTY OWNER MAY APPLY FOR THIS PERMIT
IF PROPERTY OWNER PULLS PERMIT THEN THEY MUST ALSO COMPLETE THE PROPERTY OWNER'S PACKAGE

Job Address: _____ Residential Commercial

IF YOU ARE A LICENSED CONTRACTOR APPLYING FOR THE PERMIT, COMPLETE THE (CONTRACTOR & PROPERTY OWNER'S INFO):

Contractor Name: _____ Phone #: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Contractor's License #: _____ City Business License #: _____

CONTRACTORS -- You must also complete the information contained in Boxes A, C and D below.

IF YOU ARE THE LEGAL PROPERTY OWNER OR CONTRACTOR APPLYING FOR THE PERMIT COMPLETE THE FOLLOWING:

Property Owner's Name: _____ Phone #: _____

Property Owner's Address: _____ City: _____ State: _____ Zip: _____

PROPERTY OWNERS -- You must also complete the information contained in Boxes B, C and D below.

A LICENSED CONTRACTORS DECLARATION I hereby affirm 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 _____ Lic. No: _____ Date ____/____/____

Contractor Signature _____

B OWNER-BUILDER DECLARATION I hereby affirm that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, 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 the applicant for such 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 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 property who builds or improves thereon, and who does such work himself or herself or through his or her own 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 contractor(s) licenses pursuant to the Contractors License Law.).

I am exempt under Sec _____ B & P.C. for this reason _____

Date ____/____/____ Owner Signature _____

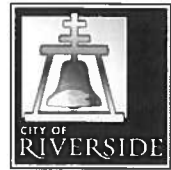
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❖ BUILDING PERMIT CREDIT CARD AUTHORIZATION ❖

(Use this form to authorize payment by credit card for FAX or Mail-in construction permits)

For permits indicated on the attached forms, please charge fees to (please check one)				
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express	
Credit Card Number (Confidential)				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CVV# <input type="text"/>
Credit Card Expiration Date		\$ Amount of Permit (see Fee Worksheet)		
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>		
Name				
Mailing Address				
City	State	ZIP Code	Telephone Number	FAX Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Card Holder Signature				Date
<input type="text"/>				<input type="text"/>

INSTRUCTIONS FOR FAX (or Mail-in) CREDIT CARD PERMITS

1. FAX (or mail-in) the following 3 completed forms to (951) 826-5622:
 - a. This **Credit Card Authorization Form** (Mail-in permit applications may also use a check for payment in lieu of this credit card authorization form.)
 - b. The **FAX (or Mail-in) Permit Application**
 - c. The **FAX (or Mail-in) Permit Fee Worksheet** (Either the **Re-roof Form** or the **Plumbing-Mechanical-Electrical Form**)
2. We will process your FAX (or mail-in) permit applications during working hours as they are received, usually within 24 hours.
3. We will FAX you a copy of the permit (if a FAX number is given) and mail you the job card and receipt for payment.
4. Inspections will be performed at your request. You may request an inspection after the permit has been issued by calling (951) 826-5361.