

# WEB USER PERMIT APPLICATION

## TERMS AND CONDITIONS

VeloCityHall is an optional internet service provided by Accela.com Inc. The use of this service is at your discretion. Convenience fees charged by Accela.com for the use of this internet service are in addition to the permit fees charged by the County of San Joaquin for administration and inspection services. These convenience fees may be avoided by obtaining your permit directly from our office. Currently, the convenience fees will be paid by San Joaquin County Community Development Department.

In order to use the web permit system, I understand and agree to the following terms and conditions:

1. I understand only the licensee or authorized agents of the licensee may obtain any type of building permit.
2. All work authorized by any permit must comply with all applicable ordinances and codes adopted by San Joaquin County.
3. All work authorized by this permit is subject to inspection. Required inspections can be obtained by calling the Building Division on the inspection recorder (209) 468-3165 or via the internet. Access must be provided for inspection purposes.
4. Permits shall automatically **EXPIRE**, and become void if work is not commenced within 180 days, if work is suspended, or if an inspection is not approved and recorded within 180 days.
5. Simple Permits are permits that do not require any discretionary approvals or plan review by the County. If, subsequent to the issuance of a Simple Permit, the Building or Planning Official determines that plans or other reviews are required for the work undertaken, the permit may be suspended or revoked in writing until such time as proper reviews and approvals are obtained.
6. The issuance of a Simple Permit shall not serve to legalize other unauthorized construction, improper occupancies, additional dwelling units, or unauthorized land uses not otherwise legally established. All Simple Permits are subject to review and approval by the San Joaquin County Building Division.
7. To avoid any possible problems, delays, or penalties, work shall not commence until I am in receipt of an issued building permit.
8. I will obtain permits only for work I am properly licensed by the State Contractors Board to perform.
9. I certify all information given is correct. I will agree to all the terms listed in the declarations on the building permit. I will print, sign and post the permit and inspection record list at the job site.
10. I understand only the "descriptions of work to be performed" supplied by San Joaquin County within this application package shall be used to obtain web permits. All permits with unauthorized descriptions are subject to revocation.
11. My registration to use the service shall be revoked if the above noted conditions or other county regulations are not adhered to.

## USING THE SYSTEM

- In order to initiate a building permit, a valid address must be entered into the system. If you do not have a valid address, you must contact Kimberly Wallace at the San Joaquin County Community Development Department, at (209) 468-0816, to correct any discrepancies or assign an address.
- Upon renewal of your contractor's license, you must contact Tom Ushing, (209) 468-9780, at the Community Development Department, to update your file. You cannot obtain web permits if your license is not current in our system.
- The Web Permit System is only valid for certain types of permits. When obtaining a web permit, you must use only the descriptions of work provided in this document and only obtain the type of permit authorized by your license classification.

LIST OF ELIGIBLE WEB PERMITS	
<p style="text-align: center;"><b>BUILDING PERMITS</b></p> <ul style="list-style-type: none"> <li>• Re-roofs</li> <li>• Siding Installation</li> <li>• Minor Dry Rot/Termite Repair</li> </ul>	<p style="text-align: center;"><b>PLUMBING PERMITS</b></p> <ul style="list-style-type: none"> <li>• Water Heater Replacement</li> <li>• Repair of water, sewer or gas line</li> <li>• Convert from propane to natural gas</li> </ul>
<p style="text-align: center;"><b>MECHANICAL PERMITS</b></p> <ul style="list-style-type: none"> <li>• HVAC Replacement</li> <li>• Listed fireplace insert installation</li> <li>• Listed wood stove installation</li> <li>• Listed solar system installation</li> </ul>	<p style="text-align: center;"><b>ELECTRICAL PERMITS</b></p> <ul style="list-style-type: none"> <li>• Electrical service repair</li> <li>• Residential service upgrade</li> <li>• Agricultural pump service</li> <li>• Minor electrical repair</li> </ul>

Following are valid "descriptions of work" that can be obtained on-line for the various license classifications. Work not specifically listed **is not authorized** to be obtained on-line, and must be issued through our regular process at our department counter.

## PERMITS AVAILABLE ON-LINE

### ***BUILDING PERMITS***

### **DESCRIPTION**

#### Re-Roof Permit:

- ▶ Re-roof over existing \_\_\_\_\_ roof with \_\_\_\_\_ roof.
- ▶ Tear off existing \_\_\_\_\_ roof and re-roof with \_\_\_\_\_.
- ▶ Tear off existing \_\_\_\_\_ roof, re-sheath, re-roof with \_\_\_\_\_.

***NOTE:*** In each description, also state how many roofing squares are being replaced and if building is residential or commercial. Any re-roof that requires roof framing plans or engineering calculations cannot be issued on-line. Example: Replacing composition, wood shakes/shingles with tile.

Siding Permit:

- ▶ Remove existing \_\_\_\_\_ siding, replace with \_\_\_\_\_ siding.
- ▶ Install \_\_\_\_\_ siding over existing \_\_\_\_\_ siding.

Termite Repair Permit:

- ▶ Describe the minor termite repair – include location.

**ELECTRICAL PERMITS**

**DESCRIPTION**

Electrical Repair:

- ▶ Minor electrical repair to \_\_\_\_\_, which will include the following  
Type of Building

Electrical Service:

- ▶ Repair/replace existing electrical service to residence.

AG Pump:

- ▶ Installation of AG pump and/or electrical service. Service size is \_\_\_\_\_, pump size is \_\_\_\_\_.

*Note: New services will not be issued on-line. Pump contractors must fax a location map to our office before an inspection can be scheduled. Fax Number: (209) 468-3163. Be sure to include address and permit number.*

*Note: Additional electric meter services must be applied for in person and may not be allowed.*

**MECHANICAL PERMITS**

**DESCRIPTION**

HVAC System:

- ▶ Install/replace residential HVAC system, type of system (combo/split/wall furnace). State if gas or electrical system will need to be modified.

Wood Stove:

- ▶ Install listed wood stove UL or ICBO \_\_\_\_\_.

Fireplace:

- ▶ Install listed fireplace insert UL or ICBO \_\_\_\_\_.

Solar:

- ▶ Install listed solar system of swimming pool.

*Note: Must receive a completed copy of the CF-1R Form, and load calculations prior to the issuance of a permit. The Web Permit system will require the mechanical contractor to fax to the Building Inspection Division, at 209-468-3163, a copy of the CF-1R Form and the load calculations at the time of processing the Web Permit system.*

*Note: Completed copies of the CF-6R and the CF-4R Form, if required, must be available at the job site at the time of final inspection.*

## PLUMBING PERMITS

## DESCRIPTION

### Plumbing:

- ▶ Repair/replace existing water/gas/sewer line with approved materials.
- ▶ Replace existing water heater with new listed water heater and vents.
- ▶ Convert existing gas service from propane to natural gas.

Note: New water or sewer connection permits will not be issued on-line.

WEB PERMIT USER REGISTRATION	
Name of Licensee: _____ (As registered with the state)	Also doing Business as (DBA): _____ (As registered with the state)
Mailing Address: Street Address: _____ Or P.O. Box Number: _____	Telephone Number: _____ Fax Number: _____ E-Mail: _____
City: _____	State: _____ Zip Code: _____
State License Number: _____	Expiration Date: _____
Contractor Class: Primary _____	Supplemental: _____
WORKERS' COMPENSATION DECLARATION	
I hereby affirm under penalty of perjury one of the following declarations:	
<input type="checkbox"/> 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.	
<input type="checkbox"/> I have and will maintain Workers' Compensation Insurance as required by Section 3700 of the Labor Code for the performance of work for which this permit is issued. My Workers' Compensation Insurance carrier and policy number are:  Carrier: _____ Policy Number: _____	
<input type="checkbox"/> 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.	
<b>WARNING:</b> 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.	

**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm that I will remain licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license will remain in full force and effect. If for any reason my license has been suspended or revoked, I will notify San Joaquin County immediately and this registration will voided.

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

This list can be modified to include other applications that qualify. Your comments are welcome.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER/RESPONSIBLE FOR EMPLOYEE'S DECLARATION**

I certify all of the foregoing information is true and correct. I, or my authorized representative(s) will sign any fax permit applications.

\_\_\_\_\_  
Owner/Responsible Managing Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed or Printed)

STATE OF CALIFORNIA  
COUNTY OF SAN JOAQUIN

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me,

\_\_\_\_\_ a Notary Public, personally appeared

\_\_\_\_\_, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged to me that she/he executed the same in her/his authorized capacity and that by her/his signature on the instrument, the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and Official Seal.

(Seal)

\_\_\_\_\_  
Notary Public