



PERMIT FORM

CITY OF EL CAJON
BUILDING DIVISION
200 E. MAIN STREET

EL CAJON, CA 92020 (441-1726)

FAX # 441-1743

PLEASE FAX THE FOLLOWING INFORMATION:

JOB ADDRESS: _____ APN: _____

OWNER NAME: _____ PHONE: _____

OWNER ADDRESS: _____

CONTRACTOR NAME: _____ PHONE: _____

CONTRACTOR ADDRESS: _____

STATE LIC #: _____ CLASS: _____ CITY CONTRACTOR #: _____

WORKERS COMP: _____ CITY BUSINESS #: _____

DESCRIPTION OF WORK: _____
(#OF CIRCUITS, OUTLETS, FIXTURES,
REROOF-# OF SQ'S, TYPE, WH, A/C ETC) _____

I have carefully examined the completed "Application and Permit," and do hereby certify under penalty of perjury that all information hereon including the declarations are true and correct and I further certify and agree if a permit is issued, to comply with all city, county, and state laws and ordinances governing the City of El Cajon against all liabilities, judgements, cost and expenses which may in any way accrue against said city in the consequence of the granting of this permit. I also hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes.

I have declared status with regard to workers compensation laws on this form. My signature on this form constitutes my agreement to this declaration.

Expiration: Every permit issued by the Building Official under the provision of this code shall expire by limitation and become null and void, if the building or work authorized by such permit is not commenced within 180 days (or a length of time as set by the Building Official herein__ days) from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. AN OSHA PERMIT IS REQUIRED FOR EXCAVATIONS OVER FIVE FEET DEEP AND DEMOLITION OR CONSTRUCTION OF STRUCTURES OVER 3 STORIES IN HEIGHT.

Signature: _____
() Owner () Contr. () Agent () Other

Print Name: _____

Date: _____

Approved by: _____ Date: _____

To Pay By Credit Card

Charge to: _____ Visa _____ Master Card

Acct. No: _____

Exp Date: _____

Signature: _____

Estimated pick up day & time:

Or

Mail to the following address:



PLAN REQUIREMENTS

CITY OF EL CAJON BUILDING DIVISION

1. THREE (3) COMPLETE SETS OF PLANS ARE REQUIRED TO BE SUBMITTED WITH ALL APPLICATIONS FOR BUILDING PERMITS; MINIMUM SIZE 8 1/2" X 11", MAXIMUM SIZE 30" X 42". ALL SHEETS TO BE SAME SIZE. Provide two (2) copies of soils report and structural calculations.
2. SHEET 1 of all plans for all conditioned building construction must contain a completed copy of both energy requirement forms: (a) Certificate of Compliance (CF1) (2 sheets) - residential (b) Mandatory Measures Check List (MF1) - residential (c) Envelope (d) Lighting (e) Mechanical - commercial
3. SCHOOL FEE FORMS: School fees must be paid to the school districts which are affected. The forms will be prepared by the Building Division during plan check for the applicant and must be presented to and released by the appropriate school district before the permit can be issued.
4. QUESTIONNAIRES: County of S.D., Hazardous Materials and Air Pollution Control questionnaires completed by owner or authorized agent. (required for commercial projects)
5. PLANS SHALL SHOW THE FOLLOWING TO SCALE:
 - (a) PLOT PLAN showing property lines, all buildings, dimensions, and indicating off-street parking, with uniform density suitable for microfilming.
 - (b) FLOOR PLAN (in full or in part) fully dimensioned, showing doors, windows, room finished, electrical, plumbing, heating and air conditioning, etc..For additions and alterations show all adjoining rooms, fully dimensioned.
 - (c) STRUCTURAL DETAILS AND CUTS, minimum of two sections at right angles clearly showing construction materials, sizes and attachments. If standard plan used (ICBO, SPA, etc), include two (2) copies of plans or reports. A standard plan may not be modified.
 - (d) FOUNDATION PLAN: indicating bearing walls, details of width, depth, reinforcement, etc.
 - (e) Two (2) EXTERIOR ELEVATIONS, indicating general appearance, windows, doors, finishes, roof cover, finish grade, etc.
 - (f) IN GENERAL: Detail any special features, such as; stairway construction, fireplaces, balconies, bay windows, posts and beams, trusses, skylights, etc. Note any specification which cannot be detailed. (include two (2) copies of all applicable ICBO reports)
 - (g) WATER SAVING DEVICES, when required must be indicated on plans (toilets, lavatories, showerheads, etc. by mfg. and model).
6. FOR SMALL JOBS: Additions, patios, garage conversions, etc. include whatever items listed above that are pertinent.
7. FOR SINGLE-FAMILY RESIDENCES AND ACCESSORY BUILDINGS: The person who drew the plans must sign the plans.
8. FOR ALL BUILDINGS OTHER THAN SINGLE-FAMILY RESIDENCE AND ACCESSORY BUILDINGS: Plans shall be prepared and signed on each page by a licensed architect, or a civil engineer.
9. PRIOR TO APPLICATION FOR BUILDING PERMITS: Applicant must have an approved Site Development Plan on file with the City of El Cajon Planning Division for any multiple, commercial or industrial developments.
10. PROOF OF WORKERS' COMPENSATION INSURANCE COVERAGE: Unless the work is done exclusively by the owner or his immediate family, spouse, parents and/or children only, WORKERS' COMPENSATION INSURANCE coverage will be required.

BUSINESS LICENSE RATES EFFECTIVE JUNE 1995

- A. If your business is in the City limits, the tax is \$40.00 plus \$3.00 for each employee plus \$30.00 for each amusement device located at the business site, plus \$12.00 for each pool table located at the business site.
- B. If your business is located out of the City limits, and you wish to do business in the City, the tax is \$60.00 plus \$6.00 for each employee coming into the City.
- C. If you are a Contractor, whether your location is in or out of the City limits, the tax is \$70.00 plus \$3.00 for each employee in El Cajon.
- D. If your business is a rental unit (single family, duplex, or apartment), the tax is \$40.00 plus \$20.00 per unit.

Please note that some special operation licensed businesses (see second page of fact sheet) may have a different tax rate than mentioned above, and may require additional forms and information. For further information, contact the Business License Division at (619) 441-1669.

IF YOU HAVE BEEN FAXED THIS INFORMATION

If you have been faxed an application, the completed application must be on paper of reasonable quality. If the faxed document is of poor or glossy material, make a copy of blank form, before completing. The application you return, must have the original signature on it. **All applications must be returned by mail or in person. They may not be faxed in.** If the above standards are not met, the application will be returned by mail with a blank form.

If returning by mail, return to:

City of El Cajon
Business License Division
200 East Main Street
El Cajon, CA 92020