



# CITY OF DANA POINT

COMMUNITY DEVELOPMENT, BUILDING AND SAFETY  
33282 Golden Lantern, Suite 212  
Dana Point, Ca 92629  
949.248.3578  
([www.danapoint.org](http://www.danapoint.org))

## OWNER BUILDER/CONTRACTOR PERMIT PROXY

If the owner of the property or a contractor without workers compensation insurance, is not available to complete a permit application at City Hall, it may be completed and signed by the owner/contractor and submitted by proxy. The application declarations must be completely filled out and signed by the owner/contractor in the **three** appropriate places.

The carrier of the permit application must provide a legible copy of:

- The owner's driver license or other approved identification; or
- A copy of the front and back of the signed contractors' state license card; or
- A copy of the incorporation papers indicating the authorized person(s) and their proof of identification.

The signatures on the licenses and permit applications will be expected to match. The owner builder must be listed as the current property owner in our computer database; proof of ownership is required to be presented to the department at the time of issuance for the permit. Proof of ownership would be a copy of a recorded grant deed or closing escrow statement (not an estimate) for the subject property.

Thank you for your cooperation.

### LICENSED CONTRACTOR'S DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professional Code, and my license is in full force and effect.

License Class \_\_\_\_\_ License No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

I, hereby affirm that I am licensed under provisions from the Contractor's License Law for the following reason (Sec. 7031.5, California Business and Professionals Code: Any city 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 is a licensed contractor pursuant to the provisions of the Contractor's License Law (Ch. 9 commencing with Sec. 7000) of Div. 3 of the B. & P.C.) or that he is exempt there from and the basis for the alleged exemption. Any violations of Sec. 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.00).):

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, B. & P.C.: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his 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 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, B. & P.C.: The Contractor's License Law does not apply to an owner of contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)

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

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

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

### WORKERS COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure or a certificate of Workers' Compensation Insurance or a certified copy thereof (Sec. 3800, Lab. C.).

Policy No. \_\_\_\_\_ Company: \_\_\_\_\_

Certified copy is hereby furnished.

Certified copy is filed with Building and Safety.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

### CERTIFICATE OF EXEMPTION FROM WORKERS' COMPENSATION INSURANCE

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.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

NOTICE TO APPLICANT: If, after making this Certificate of Exemption, you should become subject to the Workers' Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

### CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3907, Civ. C.).

Lender's Name: \_\_\_\_\_

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

I certify that I have read this application and state that the above information is correct. I agree to comply with all City, and State laws relating to the building construction, and hereby authorize representatives of this City to enter upon the above mentioned property for inspection purposes.

\_\_\_\_\_  
Signature of Owner or Contractor

\_\_\_\_\_  
Date

### IMPORTANT

Application is hereby made to the Building Official for a permit subject to the conditions and restrictions set forth on the front and rear faces of this application. 1. Each person upon whose behalf this application 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 Dana Point, its officers, agents and employees from any liability arising out of the issuance of any permit resulting from this application. 2. Any permit issued as a result of this application becomes null and void if work is not commenced within ONE HUNDRED EIGHTY (180) DAYS from the date of the issuance of such permit.