



APPLICATION FOR SIGN PERMIT

OWNER / AGENT APPLICATION

Inspection Scheduling Call: (916) 851-8766

A. Building Project Information:

PERMIT # _____ **APN:** _____ **Zoning:** _____

Job Address: _____ **Zip Code:** _____

Cross Street: _____

Property Owner: _____ **Address:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Lessee / Tenant: _____ **Business Name:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Licensed Design Professional (Arch. /Engr.): _____ **License #** _____

Mailing Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

B. Sign Information:

Type of Sign	No. Signs	Area Sq. Ft.	Sign Label # (R-)	Type of Sign	No. Signs	Area Sq. Ft.	Sign Label # (R-)
Illuminated Wall Sign				Non- Illuminated Pole Sign			
Non- Illuminated Wall Sign				Illuminated Monument Sign			
Illuminated Pole Sign				Non- Illuminated Monument Sign			

Total construction valuation _____

by contract, include any permanent equipment: (Owner/Builder use estimated construction valuation of entire project plus labor)

C. Owner Builder Declaration: I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure 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 **all of or** **portions of the work, and the structure is not intended or offered for sale** (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the 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 it was not built or improved for the purpose of sale).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law).

I am exempt from licensure under the CSL Law for the following reason: _____

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Property Owner* or Authorized Agent** Signature: _____ Date: _____

D. Workers' Compensation Declaration: 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, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued:

Policy # _____

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 workers' compensation insurance carrier and policy number:

Carrier: _____ Policy #: _____ Expiration Date: _____

Name of Agent: _____ Phone: _____

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.

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.

Property Owner* or Authorized Agent** Signature: _____ Date: _____

E. Declaration Regarding 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 (Section 3097, Civil Code).

Lender's Name and Address: _____

F. Declaration by Construction Permit Applicant: By my signature below, I certify, under penalty of perjury, to each of the following:

- I am the Property Owner or authorized to act on the Property Owner's behalf**
- I have read this construction permit application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

Applicant Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

I authorize representatives of the City of Rancho Cordova to enter the above-identified property for inspection purposes.

Owner or Authorized Agent** Signature

Date

**requires separate authorization form

Permit-Related Information

CBC Section 105.3.2 / CRC Section R105.3.2 Time limitation of application (as amended by Rancho Cordova City Code) - An application for a permit for any proposed work shall be deemed to have been abandoned based on the time frames shown in Table 105, calculated after the date of filing, unless such application has been pursued in good faith or a permit has been issued. The Building Official may extend the time for action for a period not exceeding 180 days upon written request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken.

Any application not issued prior to the effective date of any new law, statute, provision, ordinance, or any revision or update to the same, that directly or indirectly applies to code regulation and enforcement, will be deemed void, and a new application shall be made, and new fees shall be calculated and collected at the rates currently in effect at the time of the new application.

CBC Section 105.5 / CRC Section R105.5 Permit Expiration (as amended by Rancho Cordova City Code) - Every permit issued by the Building Official under the provisions of the Technical Codes shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within the prescribed time frame, as determined in Table 105.

Before such work can be recommenced, the permit shall be renewed. The fee for renewal shall be equal to one-half the amount currently required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded the prescribed time frame, as determined in Table 105.

In order to renew action on a permit after the building or work has been suspended or abandoned, or the permit has been expired for a period exceeding the prescribed time frame as determined in Table 105, the permittee shall pay a new full permit fee based on the currently enforced fee schedule. Permits deemed to have been expired shall be subject to all permit related fee increases, new fees and code requirements currently in effect at the time of permit renewal as applicable, subject to the discretion of the Building Official.

The Building Official may extend the time for action by the permittee for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken.

TABLE 105

Permit Description (and Type)	Expiration Point for Plan Approval and Issuance of Permit
Commercial Exterior Sign Permit (C-SIGN)	180 days from plan approval; 360 days from issuance of permit

CBC Section 105.6 / CRC Section R105.6- Suspension or Revocation - The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

CBC Section 105.7 / CRC Section R105.7 Placement of Permit - Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder shall have posted the building permit in a highly visible location on the job site so as to allow the Building Official to conveniently make the required entries thereon regarding inspection of the work. The permit application, or a copy, and all correction notices must be kept with the building permit. This permit shall be maintained available by the permit holder until completion of the work and final approval has been granted by the Building Official.

CBC Section 109.4 - Work Commencing Before Permit Issuance - Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the building official that shall be in addition to the required permit fees.

CBC Section 109.6 / CRC Section R108.5 Refunds (as amended by Rancho Cordova City Code) - The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected.

The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code.

Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code.

The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant no later than 180 days after the date of fee payment.