BUILDING & SAFETY DIVISION
2729 Prospect Park Drive | Rancho Cordova, CA 95670
Phone: (916) 851-8760 | Fax: (916) 851-8762

APPLICATION FOR SIGN PERMIT

OWNER-BUILDER / 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).

Permit #: _____

☐ **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 8172, Civil Code).

Lender's Name / Branch Designation: _____

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's 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.

_____ _____

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

**requires separate authorization form*

Permit-Related Information

RCMC CHAPTER 16.02 ADMINISTRATIVE CODE

16.02.050(B) / 16.02.060(C) Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned if work hasn't commenced within 180 days, 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 90 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.

16.02.050(B) / 16.02.060(F) Permit Expiration. 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 365 days of permit issuance, and/or completed within the prescribed time frame, as determined in Table 105. Permits where no inspection activity has occurred for a period of 180 days, and the permit has been determined to be abandoned, may be expired administratively if no attempt is made by the permittee to retain the permits open status.

Before work can be recommenced, the expired permit shall be renewed. The minimum fee for renewal will be calculated as one hour of inspection time, plus one hour of administrative work time, multiplied by the current labor rate for the appropriate positions. The maximum renewal fee will not exceed the full permit fee cost, 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 180 days, as prescribed by California Health & Safety Code 18938.6.

Permits deemed to have been expired, suspended or abandoned shall be subject to all permit related fee increases, and new fees and code requirements currently in effect at the time of permit renewal as applicable, subject to the discretion of the Building Official.

All permits will become null and void ("closed") 180 days after the prescribed expiration date as described in Table 105.

The Building Official may extend the time for action by the permittee upon written request showing that circumstances beyond the control of the permittee have prevented action from being taken. Extensions may granted in no more than 180 days increments.

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; 365 days to commence work; 365 days to pass Final Inspection

16.02.050(F) / 16.02.0630(G) 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.

16.02.050(H) / 16.02.0630(K) R108.5 Refunds. 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.

CALIFORNIA BUILDING CODE / CALIFORNIA RESIDENTIAL CODE

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.