



Building & Safety Division
Community Development Department
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PERSONAL IDENTIFICATION NUMBER REGISTRATION FORM

Contractor/Company Name: _____ PIN: _____
 Business Address: _____ Phone: _____
 Email: _____

1. CALIFORNIA STATE LICENSED CONTRACTOR'S DECLARATION
 I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

State License Class _____ State License No. _____
 Contractor Signature _____ Date _____

2. OWNER-BUILDER'S 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 Contractors' State License 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 (Print Name) _____
 Signature _____ Date _____

3. WORKERS' COMPENSATION DECLARATION

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.

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 No. _____

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 are:
 Carrier _____ Policy No _____ Expiration Date _____
 Name of Agent _____ Phone No. _____

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.

Signature of Applicant: _____ Date: _____

4. 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 _____ Lender's Address: _____

5. CAL-OSHA AND HAZARDOUS MATERIAL DECLARATION

Will there be any excavation five (5) or more feet in depth into which a person will be required to descend? () Yes () No
Will the building or tenant space be used to store or display any hazardous materials? () Yes () No

6. DECLARATION OF COMPLIANCE AND AUTHORIZATION FOR ENTRY: By my signature below, I certify to each of the following:

- I am the property owner or I have been authorized to act on the property owner's behalf.
- I have read this construction permit application and the information I have provided is true and correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of the City of San Bernardino to enter the above-identified property for inspection purposes.

Signature of Licensed Contractor, Property Owner* or Authorized Agent** _____ Date _____

* Requires completed "Notice to Property Owner" Form

** Requires the owner to complete "Authorization of Agent" Form

ACKNOWLEDGEMENTS FOR WEBPERMITS

1. _____init. **Online Permit Manager (VelocityHall)** is an optional Internet service provided by Accela.com Inc. The use of this service to obtain simple permits via the Internet (Webpermits) 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 City for administration and inspection. Such convenience fees are not collected by the City, do not constitute permit fees, and are not refundable.
2. _____init. All work authorized by a Webpermit must comply with all applicable ordinances and codes adopted by the City of San Bernardino and the State of California.
3. _____init. All work authorized by a Webpermit is required to be inspected and approved by the Department. **Required inspections** can be scheduled online at <https://www.velocityhall.com/accela/velohall>, or by calling (909) 384-5071. Access must be provided for inspection purposes.
4. _____init. Webpermits shall automatically **EXPIRE** and become void if work is not commenced within 180 days, or if work is suspended or an inspection is not obtained within 180 days.
5. _____init. **Roofing Materials used in High Wind Areas** must be installed in accordance with the manufacturer's specifications for high wind installations. High wind areas include all properties north of Highway 30 and Highland Avenue. Hand tabbing of composition shingles is recommended in the Fall and Winter months.
6. _____init. The removal of materials that contain **asbestos** is subject to the notification requirements of SCAQMD Rule 1403. Notification forms may be obtained from our office or by contacting the South Coast Air Quality Management District at (800) 396-3529.
7. _____init. Webpermits can only be obtained for construction work that does not require any discretionary approvals or plan review by the City. If, subsequent to the issuance of a Webpermit, the Department 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 the applicant obtains proper reviews and approvals.
8. _____init. The issuance of a Webpermit shall not serve to legalize other unpermitted construction, improper occupancies, additional dwelling units, or unauthorized land uses not otherwise legally established. **All Webpermits are subject to review and approval by the Department.**

I have read and agree to all of the acknowledgments noted above and have completed the above declarations prerequisite to utilizing internet permitting. I understand that the above declarations shall apply to all future internet based permits that my firm or I obtains with the City of San Bernardino. I understand that it is my responsibility to submit a new PINN Registration Form whenever it is necessary to change information contained within the above declarations in order to maintain their validity. I further understand that the use of my PINN shall constitute my signature or the signature of an authorized agent of my business entity as legally required for the issuance of a building permit. I understand that it is my responsibility to safeguard the security of my PINN to prevent unauthorized use. If I become aware of the misuse of my PINN by unauthorized persons I will immediately report such activity to the Department and request a new number. Additionally, I understand that I may not obtain permits for work that is outside the scope of my Contractors License or that constitutes a violation of California Contractors Law, and that such permits shall be subject to revocation.

Name of Principal/Agent (please print): _____

Signature: _____ Date: _____