



Contra Costa County Department of Conservation and Development
 Jason Crapo, Deputy Director, Building Inspection Division

Building Permit by FAX or Mail

(This is an application only, the official Building Permit will be sent later in the mail)

Conditions:

- 1) The project location must be within the unincorporated County or the cities of Clayton, Lafayette, Moraga or Orinda.
- 2) The Permit must be taken out by either the owner of record or by a licensed contractor.
- 3) If the owner is going to do the construction, they must also sign and fax an Owner/Builder Declaration.
- 4) No special conditions or encumbrances to the building process may be on the project location.
- 5) Only the permits listed below may be applied for by FAX or mail. Permits requiring plan check or special planning department or other agency approvals must be applied for in person at our Martinez location.
- 6) The credit card listed must be valid and have the appropriate amount of credit.

The "Building Permit by FAX or Mail" program is an optional enhancement to customer service. Any applicant may be required to appear in Martinez to apply for a permit.

	Property Owner	Contractor
Name		
Mail to: (x)	<input type="checkbox"/> Notification Address	<input type="checkbox"/> Business Address
Street & No.		
City		
State, Zip		
License		
Phone/Fax	Fax:	Fax:
	Project Location	
Street & No.		
City	<input type="checkbox"/> Clayton <input type="checkbox"/> Lafayette <input type="checkbox"/> Moraga <input type="checkbox"/> Orinda <input type="checkbox"/> Unincorporated County: _____ <div style="text-align: right; font-size: small;">(town)</div>	
Cross Street		
Parcel No.	If Known	

Select one type of Permit

Check One	Permit Type (Residential Only) Or Reinspection Fee	
<input type="checkbox"/>	Replace Water Heater (plumbing)	
<input type="checkbox"/>	Install Lawn Sprinkler Systems (electrical)	
<input type="checkbox"/>	Repair Gas Line (plumbing)	
<input type="checkbox"/>	Repair Water Line (plumbing)	
<input type="checkbox"/>	Repair Sewer Line (plumbing)	
<input type="checkbox"/>	Replace Electrical Service < 200 amps (electrical)	
<input type="checkbox"/>	Vinyl Siding	
<input type="checkbox"/>	Reroof (complete Reroof Worksheet)	
<input type="checkbox"/>	Install Gas shut-off devices (plumbing)	
<input type="checkbox"/>	Reinspection Fee:	Permit No.
Job Valuation:		
Permit Description: (Example: replace 10' sewer line from street)		

All fees are subject to change and will be charged at the rate in effect at the time your payment is made.

Check One		
<input type="checkbox"/>	Unincorporated Area	\$131.25
<input type="checkbox"/>	City of Clayton	\$131.25
<input type="checkbox"/>	City of Lafayette	\$140.63
<input type="checkbox"/>	Town of Moraga	\$140.63
<input type="checkbox"/>	City of Orinda	\$140.63
<input type="checkbox"/>	Reroof Unincorporated Area and Clayton	\$262.50
<input type="checkbox"/>	Reroof Lamorinda Area	\$281.25
	State Special Revolving Fund Fee for each permit	\$1.00 for every \$25,000 in Job Value
Check One	Reinspection Fee (Select one of the two, only if you already have a permit and are paying for a reinspection)	
<input type="checkbox"/>	Residential plumbing, electrical, Or valuation < \$5,000	\$50.00
<input type="checkbox"/>	Nonresidential plumbing, electrical, Or valuation > \$5,001	\$100.00

Reroof Worksheet

Reroof - remove and replace -----	(less than or equal to 6 psf)		
Type of Material:			
Number of Squares			
Valuation	\$		
Fire Classification	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C (not allowed everywhere)
Basis of Approval	ICBO ES #:	UL #:	
	ASTM #:	FM:	
	OTHER:		

Applied weight of new Roofing Material per square foot:	S.F.
Permit Description: (Example: replace 1000 sf with new asphalt squares)	

Payment Information

	Payment Method		Amount
<input type="checkbox"/>	Check (Mail Only)	No:	\$
<input type="checkbox"/>	Money Order (Mail Only)		\$
<p><i>Effective September 15, 2014, all credit card payments will be charged a 2.5% convenience fee by our third party payment processor. This fee will show up as a separate charge on your credit card statement.</i></p>			
<input type="checkbox"/>	Credit Card	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Exp.	\$
	Name on Card:		
		Account #:	Security Code:
		Expiration Date:	
	Signature: (for fax or mail-ins)	X	

Fax or Mail Application to our office below

Contra Costa County APC 30 Muir Road Martinez, CA 94553 Tel: 925- 674-7200 Fax: 925- 674-7267

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.

License Class _____ License No. _____

Date _____ Contractor Signature _____

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 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>.

Date _____ Signature of Property Owner or Authorized Agent _____

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 Number _____ 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.

Date _____ Signature of Applicant _____

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 _____

By my signature below, I certify to each of the following:

I am the property owner or authorized to act on the property owner's behalf. I have read this 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. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Date _____ Signature of Property Owner or Authorized Agent _____



CERTIFICATE OF COMPLIANCE	CF1R-ALT-03-E
Alterations - HVAC CZ 1, 3 to 7 and 16 (formerly CF-1R-ALT-HVAC) West Contra Costa County	
(Page 1 of 1)	

Site Address:		Enforcement Agency: Contra Costa County DCD		Date Prepared:	Permit#:
Equipment Type		Equipment Efficiency		New: Ducting, Plenums, Lineset Required R-value	Conditioned Floor Area (sq ft)
<input type="checkbox"/> Packaged System	<input type="checkbox"/> Evaporator Coil	____ AFUE	____ COP	<input type="checkbox"/> R-6 (CZ 1,3-7) Ducts	Served by system
<input type="checkbox"/> Split System	<input type="checkbox"/> Condensing Unit	____ SEER	____ HSPF	<input type="checkbox"/> R-8 ¹ (CZ 16) Ducts	_____ sq ft
<input type="checkbox"/> Furnace	<input type="checkbox"/> Lineset	____ EER		<input type="checkbox"/> R-6 (all CZ's) Plenums	<input type="checkbox"/> Setback
				<input type="checkbox"/> R-5 or R7.5 Lineset ³	(If not already present, must be installed)

HERS VERIFICATION SUMMARY Installer determines work to be completed and matches to one of the options below. At permit application this form is allowed to be filled out by hand. For final inspection all forms are to be registered (no hand filled forms allowed) and a copy left on site.

<input type="checkbox"/> 1. HVAC Changeout/Repair Can include new ducting	Required Compliance Documents to be left on site for Final:
All Equipment, Condenser Unit, Evaporator Coil, Air Handler/Furnace	CF1R-ALT-02-E CF2R: MECH-01, MECH-20-HERS CF3R: MECH-20-HERS

Installer Requirement: Duct leakage ($\leq 15\%$ or, $\leq 10\%$ to outside, or seal all accessible leaks)
 Exempted from duct leakage testing if:
 1. Duct system registered with HERS provider as previously sealed, or 2. There is less than 40 linear feet of duct in unconditioned space, or 3. Existing duct systems are constructed, insulated or sealed with asbestos (list manufacture date of building _____)

<input type="checkbox"/> 2. New HVAC System	Required Compliance Documents to be left on site for Final:
All new equipment and All New Ducts ²	CF1R-ALT-02-E CF2R-MECH-01, MECH-20-HERS, MECH-22-HERS, MECH-(23 or 24)-HERS CF3R-MECH-20-HERS, MECH-22-HERS, MECH-(23 or 24)-HERS ²

Installer Requirement: Duct leakage $\leq 6\%$, Fan Efficacy (.58W/CFM), Air Flow ≥ 350 CFM/ton (or Standards Table 150.0-C / D alternative)

<input type="checkbox"/> 3. All New Ducts with Replacement	Required Compliance Documents to be left on site for Final:
Includes replacing or installing All New Ducts ² and one or more of the following: Condenser Unit, Evaporator Coil, Furnace	CF1R-ALT-02-E CF2R-MECH-01, MECH-20-HERS, MECH-(23 or 24)-HERS CF3R-MECH-20-HERS, MECH-(23 or 24)-HERS

Installer Requirement: Duct leakage $\leq 6\%$, Air Flow ≥ 350 CFM/ton (or Standards Table 150.0-C / D alternative)
 Exempted from duct leakage testing | existing duct systems are constructed, insulated or sealed with asbestos.

<input type="checkbox"/> 4. New Ducting over 40 feet	Required Compliance Documents to be left on site for Final:
Adding or replacing ducts in unconditioned space but less than All New Ducts ²	CF1R-ALT-02-E CF2R: MECH-20-HERS CF3R: MECH-20-HERS

Installer Required to: Duct leakage ($\leq 15\%$ or, $\leq 10\%$ to outside, or seal all accessible leaks)
 Exempted from duct leakage testing | existing duct systems are constructed, insulated or sealed with asbestos.

¹ All new ducting R-8 required when more than 40 ft installed and R-6 when less than 40 ft installed. This includes in walls, between floors etc.
² A New Duct system is when the duct system is constructed of at least 75 percent new duct material, and up to 25 percent may consist of reused parts from the dwelling unit's existing duct system (e.g., registers, grilles, boots, air handler, plenums, duct material).
³ R-5 (1" thick insulation) for linesets 1" and less. R-7.5 (1.5" thick insulation) for linesets over 1 inch. Most mfg will require Suction line Diameter with insulation as the following 1.5-2T-2 $\frac{3}{8}$ ", 2.5-3T-2 $\frac{3}{8}$ ", 3.5 to 4T-2 $\frac{3}{8}$ ", 5T-4 $\frac{3}{8}$ "

Contractor (Documentation Author's /Responsible Designer's Declaration Statement)

I certify the following under penalty of perjury, under the laws of the State of California:

- The information provided on this Certificate of Compliance is true and correct.
- I am eligible under Division 3 of the California Business and Professions Code to accept responsibility for the information on this document.
- That the energy features and performance specifications for the design identified on this Certificate of Compliance conform to the requirements of Title 24, Parts 1 and 6 of the California Code of Regulations (CCR).
- That the energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the CCR.
- The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.

Responsible Designer Name:	Responsible Designer Signature:	Date Signed:	License:
Company :	Address:	City/State/Zip:	Phone:

ALTERATIONS - HVAC

CEC-CF1R-ALT-04-E (Revised 06/14)

CALIFORNIA ENERGY COMMISSION



CERTIFICATE OF COMPLIANCE	CF1R-ALT-04-E
Alterations - HVAC CZ 2, and 8-15 (formerly CF-1R-ALT-HVAC) All parts of Contra Costa except West County	(Page 1 of 1)

Site Address:		Enforcement Agency: Contra Costa County DCD		Date Prepared:	Permit#:
Equipment Type		Equipment Efficiency		New Ducting, Plenums, Lineset: Required R-value	Conditioned Floor Area (sq ft)
<input type="checkbox"/> Packaged System	<input type="checkbox"/> Evaporator Coil	_____ AFUE	_____ COP	<input type="checkbox"/> R-6 (CZ 2, 8-13) Ducting	Served by system _____ sqft
<input type="checkbox"/> Split System	<input type="checkbox"/> Condensing Unit	_____ SEER	_____ HSPF	<input type="checkbox"/> R-8 ¹ (CZ 11, 14, 15) Ducting	
<input type="checkbox"/> Mini Split	<input type="checkbox"/> Compressor	_____ EER		<input type="checkbox"/> R-6 (all CZ's) Plenums	
<input type="checkbox"/> Furnace	<input type="checkbox"/> Lineset			<input type="checkbox"/> R-5 or R7.5) Lineset ⁴	<input type="checkbox"/> Setback (If not already present, must be installed)
<input type="checkbox"/> TXV					

HERS VERIFICATION SUMMARY Installer determines work to be completed and matches to one of the options below. At permit application this form is allowed to be filled out by hand. For final inspection all forms are to be registered (no hand filled forms allowed) and a copy left on site.

<input type="checkbox"/> 1. HVAC Changeout/Repair	Required Compliance Documents to be left on site for Final:
All Equipment, Condenser Unit, Evaporator Coil, Compressor, TXV, Lineset, Air Handler/Furnace ² (Can include new ducting)	CF1R-ALT-02-E CF2R: MECH-01, MECH-20-HERS, MECH-(23 or 24) ² -HERS, MECH-25-HERS ² CF3R: MECH-20-HERS, MECH-(23 or 24)-HERS ² , MECH-25-HERS ²
Installer Requirement: Duct leakage ($\leq 15\%$, or $\leq 10\%$ to outside, or seal all accessible leaks), Air Flow ≥ 300 CFM/ton, Refrigerant Charge. Exempted from duct leakage testing if: <input type="checkbox"/> 1. Duct system registered with HERS provider as previously sealed, or <input type="checkbox"/> 2. There is less than 40 linear feet of duct in unconditioned space, or <input type="checkbox"/> 3. Existing duct systems are constructed, insulated or sealed with asbestos (list manufacture date of building _____)	
<input type="checkbox"/> 2. New HVAC System	Required Compliance Documents to be left on site for Final:
All new equipment and All New Ducts ³ including Mini Split	CF1R-ALT-02-E CF2R: MECH-01, MECH-20-HERS, MECH-22-HERS, MECH-(23 or 24)-HERS ² , MECH-25-HERS ² CF3R: MECH-20-HERS, MECH-22-HERS, MECH-(23 or 24)-HERS ² , MECH-25-HERS ² Mini Splits require CF1R-ALT-02-E, CF2R-MECH-01, and (CF2R-CF3R) MECH-25-HERS
Installer Requirement: Duct leakage $\leq 6\%$, Fan Efficacy (.58W/CFM), Air Flow ≥ 350 CFM/ton (or alternative), Refrigerant Charge	
<input type="checkbox"/> 3. All New Ducts with Replacement	Required Compliance Documents to be left on site for Final:
All New Ducts ³ and one or more of the following replaced: Condenser Unit, Evaporator Coil, Compressor, TXV, Lineset, Furnace ²	CF1R-ALT-02-E CF2R: MECH-01, MECH-20-HERS, MECH-(23 or 24)-HERS, MECH-25-HERS CF3R: MECH-20-HERS, MECH-(23 or 24)-HERS, MECH-25-HERS
Installer Requirement: Duct leakage $\leq 6\%$, Air Flow ≥ 350 CFM/ton (or alternative), Refrigerant Charge Exempted from duct leakage testing if: <input type="checkbox"/> 1. Existing duct systems are constructed, insulated or sealed with asbestos	
<input type="checkbox"/> 4. New Ducting over 40 feet	Required Compliance Documents to be left on site for Final:
New ducting but less than All New Ducts ³	CF1R-ALT-02-E, CF2R: MECH-20-HERS, CF3R: MECH-20-HERS
Installer Required to: Duct leakage ($\leq 15\%$ or, $\leq 10\%$ to outside or, or seal all accessible leaks) <input type="checkbox"/> EXCEPTION: Existing duct systems constructed, insulated or sealed with asbestos.	
¹ All new ducting R-8 required when more than 40 ft installed and R-6 when less than 40 ft installed. This includes in walls, between floors etc. ² Heating only systems and Air Handler/Furnace changes do not require Air Flow MECH-(23 or 24), or Refrigerant Charge verification MECH-25 ³ All New Ducts is when at least 75 percent of the duct system is new duct material, and up to 25 percent may consist of reused parts from the dwelling unit's existing duct system (e.g., registers, grilles, boots, air handler, coil, plenums, duct material) ⁴ R-5 (1" thick insulation) for linesets 1" and less. R-7.5 (1.5" thick insulation) for linesets over 1 inch. Most mfg will require Suction line Diameter with insulation as the following 1.5-2T-2 $\frac{5}{8}$ ", 2.5-3T-2 $\frac{3}{4}$ ", 3.5 to 4T-2 $\frac{3}{8}$ ", 5T-4 $\frac{1}{2}$ "	

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- That the energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the CCR.
- The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.

Responsible Designer Name:	Responsible Designer Signature:	Date Signed:	License:
Company :	Address:	City/State/Zip:	Phone:

For assistance or questions regarding the Energy Standards, contact the Energy Hotline at: 1-800-772-3300