



## WHO CAN OBTAIN A BUILDING PERMIT

Per California Health and Safety Code [sections 19825 and 19826](#), we only issue permits to Property Owners (including Corporations), California Licensed Contractors, and Agents of either Owners or Contractors. Please have the following items each time to obtain a permit.

### **PROPERTY OWNER(S) OF RECORD:**

- If you recently purchased the property, and public records have not yet been updated, your name will not be on the permit unless you have a copy of your Recorded Deed showing Assessor's Parcel Number (APN) and your name as new Owner(s) with Contra Costa County Recorder's office logo in the upper right hand corner
- Completed "[Owner Builder Acknowledgement and Verification of Information Form](#)"
- If the Ownership is a Trust not reflecting the owner's name(s), have the trust paperwork.
- If the Ownership is a Corporation, have a copy of the Articles of Incorporation, Partnership Agreement etc. listing the Applicant as the Responsible Officer. Applicant will fill out the Owner-Builder form and provide photo ID.

### **CONTRACTOR:**

- Proof of current California Contractor's License (Pocket License Card)
- Current Business License for all unincorporated areas. See [Business License for Contractors](#).
- Current Worker's Compensation Insurance is verified online

### **AGENT OF OWNER (OR CORPORATION):**

- A completed "[Authorization of Agent to Act on Property Owner's Behalf \(PDF\)](#)" form signed by Owner or Responsible Officer of Corporation along with a copy of Articles of Incorporation
- Copy of the Property Owner's (or Responsible Officer's) photo ID
- "[Owner Builder Acknowledgement and Verification of Information Form](#)" (<http://ca-contracostacounty2.civicplus.com/DocumentCenter/View/3001>) signed by Owner or Responsible Officer

### **AGENT OR EMPLOYEE OF CONTRACTOR (not named on Contractor's License):**

- A letter on Company Letterhead, signed by Company Officer, authorizing agent to pull permits under that License

### **SPECIAL NOTE FOR COMMERCIAL BUILDINGS:**

- Per [Business and Professions code 7044](#), permits for all jobs other than single family residences will only be issued to the Licensed Contractor who is doing the job.