

**MAIL-IN PERMIT APPLICATION - RESIDENTIAL**

CITY OF IRVINE  
 Community Development Dept., Building & Safety  
 One Civic Center Plaza  
 PO Box 19575, Irvine, CA 92623-9575  
 For Permit Information: 949-724-6313  
 For Inspection Information: 949-724-6396



<b>For Office Use Only:</b> Submittal Date: _____  # of Permits: _____
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Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Permit Type Applied For:**

Residential Mechanical     
  Residential Plumbing     
  Residential Re-Roof  
 # of Permits: \_\_\_\_\_     
 # of Permits: \_\_\_\_\_     
 # of Permits: \_\_\_\_\_

Complete an itemized quality take-off sheet for each mechanical and plumbing permit and a re-roof application questionnaire for each re-roof permit.

Mail-in permits are available to contractors who have an active Contractors License with the Contractors State License Board and an active City of Irvine Business License. Homeowners performing their own improvements are also eligible. **Form packets may be obtained from the City's Fax Library at (949) 724-6210 (Document No. 232) or the City's website at [www.cityofirvine.org](http://www.cityofirvine.org).**

**The following items are required to obtain permits by mail:**

- Completed Mail-In Permit Application and Take-off Sheets (required for each separate plumbing and mechanical project)
- Completed Re-roofing Questionnaire (required for each re-roofing project)
- Completed Permit Declaration Form
- Copy of your Contractors License Card
- Workers' Compensation Certificate Carrier and Policy Number (enter on Permit Declaration Form).
- Business License Number (enter below).  
*To obtain or renew a Business License, include a Business License Application or Renewal Form and payment with mail-in permit package. (Forms may be obtained at [www.cityofirvine.org](http://www.cityofirvine.org))*
- Permit fees and Business License fee, if applicable.  
*Check made payable to City of Irvine or include Credit Card Authorization Form*
- Completed Fee Summary
- Provide email address and/or phone number for permit notification purposes: \_\_\_\_\_

**Fee Summary**

Plumbing Fees (amount from take-off sheets)	\$	_____
Mechanical Fees (amount from take-off sheets)	\$	_____
Re-roof Fees (amount from questionnaire)	\$	_____
<b>Inspection Fees Subtotal:</b>	\$	_____
Business License Fee - New or Renewal - (\$50.00)	\$	_____
Business License Number: _____		
Business License Late Penalty Fee, if applicable (\$75.00)	\$	_____
<b>Total Fees Due</b>	\$	_____

By signing below, I certify the above information to be true and correct.

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_ PRINT APPLICANT NAME \_\_\_\_\_

# PERMIT DECLARATION

Contractor: _____ Address: _____ City: _____ Zip: _____ Phone No: _____	<b>Office Use Only:</b> <b>Permit Numbers:</b> _____ _____ _____
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### Workers' Compensation Declaration

I do 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, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

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: \_\_\_\_\_

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:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**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.

**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provision 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 No. \_\_\_\_\_

Contractor: \_\_\_\_\_

### Owner/Builder Declaration

I hereby affirm under penalty of perjury that I am exempt from Contractor's License Law for the following reason (Section 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's License Law-Chapter 9 [commencing with Section 7000] of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom 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 (\$500) dollars.

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Sec. 7044, Business and Professions Code: Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such 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 he or she did not build or improve for the purpose of sale.)

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

I am exempt under Sec. \_\_\_\_\_

B.&P.C for this reason: \_\_\_\_\_

**Owner:** \_\_\_\_\_

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above mentioned property for inspection purposes.

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**Signature of Applicant or Agent** **Date**

**MAIL-IN PERMIT APPLICATION - RESIDENTIAL  
MECHANICAL TAKE-OFF SHEET**

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**Effective September 1, 2007**

Project Address: \_\_\_\_\_

Owner: _____ Address: _____ City: _____ Phone: _____ Contact: _____	Contractor: _____ Date of Application: _____
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**MECHANICAL ITEMS**

Code	Type of Fixture or item	Fee (\$)	Quantity	Total Fee (\$)
M2R	Furnace, including vents/ducts up to 100,000 BTU	\$60.09		
M2.1R	Furnace , over 100,000 to 500,000 BTU	\$76.35		
M4R	Vent fans (connected to a single duct)	\$18.04		
M8R	Registers, duct controls, grills	\$0.92		
M14R	Incidental gas piping	\$21.66		
M15R	Install and/or relocate heater (fireplace, wall heater,etc.)	\$18.04		
M19R	Residential air conditioning	\$120.32		

A) Itemization of Fees: \$ \_\_\_\_\_

B) Minimum Fee \$32.00

Enter amount from Line A or B, whichever is greater \$ \_\_\_\_\_

Permit Issuance Fee \$16.00

**TOTAL PERMIT FEE DUE \$ \_\_\_\_\_**

**MAIL-IN PERMIT APPLICATION - RESIDENTIAL  
PLUMBING TAKE-OFF SHEET**

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Project Address: \_\_\_\_\_

Owner: _____	Contractor: _____
Address: _____	Date of Application: _____
City: _____	
Phone: _____	
Contact: _____	

**PLUMBING ITEMS**

Code	Type of Fixture or item	Fee (\$)	Quantity	Total Fee (\$)
P2R	Plumbing fixtures, including water drainage piping, back flow devices - No Permit needed if replacement	\$12.08		
P3R	Dishwasher - No Permit needed if replacement	\$9.29		
P4R	Garbage disposal	\$9.29		
P5R	House sewer (line or connection)	\$24.17		
P12R	Water heater and/or vent	\$20.17		
P13R	Gas Piping Outlet	\$28.21		
P17R	Water Piping / Softener	\$24.17		
P19R	Lawn sprinkler systems	\$24.17		
B18IR	Half Hour Inspection for Epoxy Lining Pipe Repair	\$60.00		

A) Itemization of Fees: \$ \_\_\_\_\_

B) Minimum Fee \$32.00

Enter amount from Line A or B, whichever is greater \$ \_\_\_\_\_

Permit Issuance Fee \$16.00

**TOTAL PERMIT FEE DUE \$ \_\_\_\_\_**



# MAIL-IN PERMIT APPLICATION RESIDENTIAL RE-ROOFING QUESTIONNAIRE

Submitted by: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Valuation: \_\_\_\_\_

1. Does this application constitute any change in type of material from existing construction? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Indicate type of existing roofing material: \_\_\_\_\_

a. Indicate type of decking: Wood \_\_\_\_\_ Metal \_\_\_\_\_ Panelized \_\_\_\_\_

3. Answer the following questions below:

a. Type of material: \_\_\_\_\_

b. Manufacturer's name: \_\_\_\_\_

c. Testing approval agency name: \_\_\_\_\_ Approval No.: \_\_\_\_\_

d. Weight of material per square foot: \_\_\_\_\_

e. Square footage of material to be installed: \_\_\_\_\_

4. New roofing material to be installed as follows: (check one)

a. Over existing roofing material Yes \_\_\_\_\_ No \_\_\_\_\_

b. Installing new underlay material Yes \_\_\_\_\_ No \_\_\_\_\_

5. Is the additional weight on roof structure more than 4 psf? Yes \_\_\_\_\_ No \_\_\_\_\_

To answer this question the following weights shall be assumed: wood shake - 4 psf, shingles - 3 psf, asphalt shingles - 2 psf, standard tile - 10 psf, lightweight tile - 7.5 psf. Actual weights for new roofing shall be used if greater than these assumed

6. Is a new built up roofing material to be applied over existing roofing in a commercial building? Yes \_\_\_\_\_ No \_\_\_\_\_

7. If the answer to question No. 5 or 6 is yes, the mail-in process may not be used. The following is required to be submitted to Plan Check for review prior to permit.

a. A drawing which shows roof slope and the framing of all rafters and roof support members.

b. Size, span, and location of all supporting roof rafters and shearwalls.

c. Engineering calculations justifying the structure for additional weight.

d. Drawing and calcs signed by California registered civil engineer, structural engineer or architect.

Note: All wood roofing is required to be fire retardant pressure treated material approved by the Building Official. Spray on material is not approved as a substitute. The inspector will be checking for the proof of material testing and treating to comply



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## CREDIT CARD AUTHORIZATION

Use this form to authorize payment by credit card for mail-in permits from the City of Irvine Building and Safety Division.

### I. Applicant/Agent Information

Credit Card Holder Name:	_____		
Credit Card Billing Address:	_____		
City:	State:	Zip Code:	
_____	_____	_____	
Telephone: ( ) -	Fax: ( ) -		_____

### II. Credit Card Information

Card Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
Card Number:	_____	
Name on Card:	_____	
Expiration Date:	_____	
Issuing Bank:	_____	

### III. Authorization

I hereby authorize the City of Irvine to charge the indicated credit card for the stated permit fees.	
Authorized Amount to Charge:	_____
Authorized Card Holder Signature:	_____ Date: _____

### IV. Office Use Only

Reference Number:	_____
Authorization Number:	_____

For more information or assistance, please call (949) 724-6313.