



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 bring the following items each time to obtain a permit.

PROPERTY OWNER(S) OF RECORD:

- Proof of ownership. If you recently purchased the property, and public records have not yet been updated, bring 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.
- Signed and completed "[Permit Addendum #1 Owner-Builder Form](#)"
- If the Ownership is a Trust not reflecting the owner's name(s), bring trust paperwork.
- If the Ownership is a Corporation, bring 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.pdf](#).
- Current Worker's Compensation Insurance is verified on line

AGENT OF OWNER (OR CORPORATION):

- A completed "[Authorization of Agent to Act on Property Owner's Behalf](#)" 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
- "Permit Addendum #1 Owner-Builder 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.