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 online.

### 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](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.