



# City of Clovis

## Building Division

1033 Fifth Street Clovis, California 93612 (559) 324-2390  
E-mail [building@cityofclovis.com](mailto:building@cityofclovis.com)

OFFICE USE ONLY  
Permit # \_\_\_\_\_

SPN: \_\_\_\_\_

SPNPVT: \_\_\_\_\_

### RESIDENTIAL APPLICATION

**JOB SITE ADDRESS:** \_\_\_\_\_

Tract Number: \_\_\_\_\_ Lot: \_\_\_\_\_

Number of Sheets in Submittal Package: Letter \_\_\_\_\_ Larger \_\_\_\_\_

**Company / Contractor:** \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Address: \_\_\_\_\_

 **CA Contractor's License:** \_\_\_\_\_ Owner/Builder

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

E-Mail (required): \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Address: \_\_\_\_\_

#### TYPE OF WORK:

Check all that apply:

☐ Grading – Cut: \_\_\_\_\_ Fill: \_\_\_\_\_ Total: \_\_\_\_\_ ☐ Demolition ☐ Sign ☐ WELO

☐ Re-Roof – Roof Squares: \_\_\_\_\_ Patio Squares: \_\_\_\_\_ ☐ Photovoltaic ☐ Swimming Pool

#### DETAILED DESCRIPTION OF WORK TO BE DONE:

**PROPOSED/ADDED SQUARE FOOTAGE**

**VALUATION: \$** \_\_\_\_\_

☐ Building SQ FT: \_\_\_\_\_ ☐ Patio / Porch SQ FT: \_\_\_\_\_ ☐ Garage / Misc. SQ FT: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit # \_\_\_\_\_

## IMPORTANT NOTICE TO PROPERTY OWNERS

### **Disclosures & Forms for Owner-Builders Applying for Construction Permits**

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at (address) \_\_\_\_\_.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. **We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated.** An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

### **OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION**

***DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.***

1. \_\_\_\_\_ I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

2. \_\_\_\_\_ I understand building permits are not required to be signed by property owners unless they are *responsible* for the construction and are not hiring a licensed Contractor to assume this responsibility.

3. \_\_\_\_\_ I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

4. \_\_\_\_\_ I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

5. \_\_\_\_\_ I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

6. \_\_\_\_\_ I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

7. \_\_\_\_\_ I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless *all* work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

8. \_\_\_\_\_ I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

9. \_\_\_\_\_ I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or [www.cslb.ca.gov](http://www.cslb.ca.gov) for more information about licensed contractors.

10. \_\_\_\_\_ I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

\_\_\_\_\_

11. \_\_\_\_\_ I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

12. \_\_\_\_\_ I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

**Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.**

Signature of property owner : \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

***Note: The following Authorization Form is required to be completed by the property owner only when . designating an agent of the property owner to apply for a construction permit for the Owner-Builder.***

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): \_\_\_\_\_

Project Location or Address: \_\_\_\_\_

APN: \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_ Tel No \_\_\_\_\_

Address of Authorized Agent: \_\_\_\_\_

**I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.**

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_



CITY of CLOVIS  
**COTTAGE HOME  
PROGRAM**

Planning & Development Services  
1033 Fifth Street  
Clovis, CA. 93722  
559.324.2340  
[www.cityofclovis.com](http://www.cityofclovis.com)

## COTTAGE HOME PLOT PLAN REQUIREMENTS

**\*\*\* PLEASE READ CAREFULLY \*\*\***

To facilitate the process, make sure that all of the requirements are shown on the plot plan **(indicated in red)**.

- 1 Plan should be drawn to scale. Make sure to indicate the scale on the plot plan.
- 2 Provide North arrow.
- 3 Provide accurate shape and dimensions of the entire property. Property lines should be drawn in a solid black line.
- 4 Indicate any public or private roads, access easements and/ or driveway locations.
- 5 Indicate the size, dimensions, and location of all new and existing structures on the property. Label buildings (i.e. Existing House, Existing Garage, Proposed Cottage Home – Plan X).
  - 5a Make sure to identify the distance from property lines and other structures.
- 6 Indicate location and dimension of required off-street parking for the Cottage Home.
- 7 Show a minimum of seven elevation differences at the locations shown on the example plot plan.
  - 7a One of the corners should have the measurement start at zero (+0.0"). The six remaining measurements should be based off of the corner marked at zero. Please make sure that the measurements are shown in inches and the measurement indicates if its above or below the grade using the plus (+) or minus (-) sign.
- 8 Indicate the required surface drainage away from the proposed building.

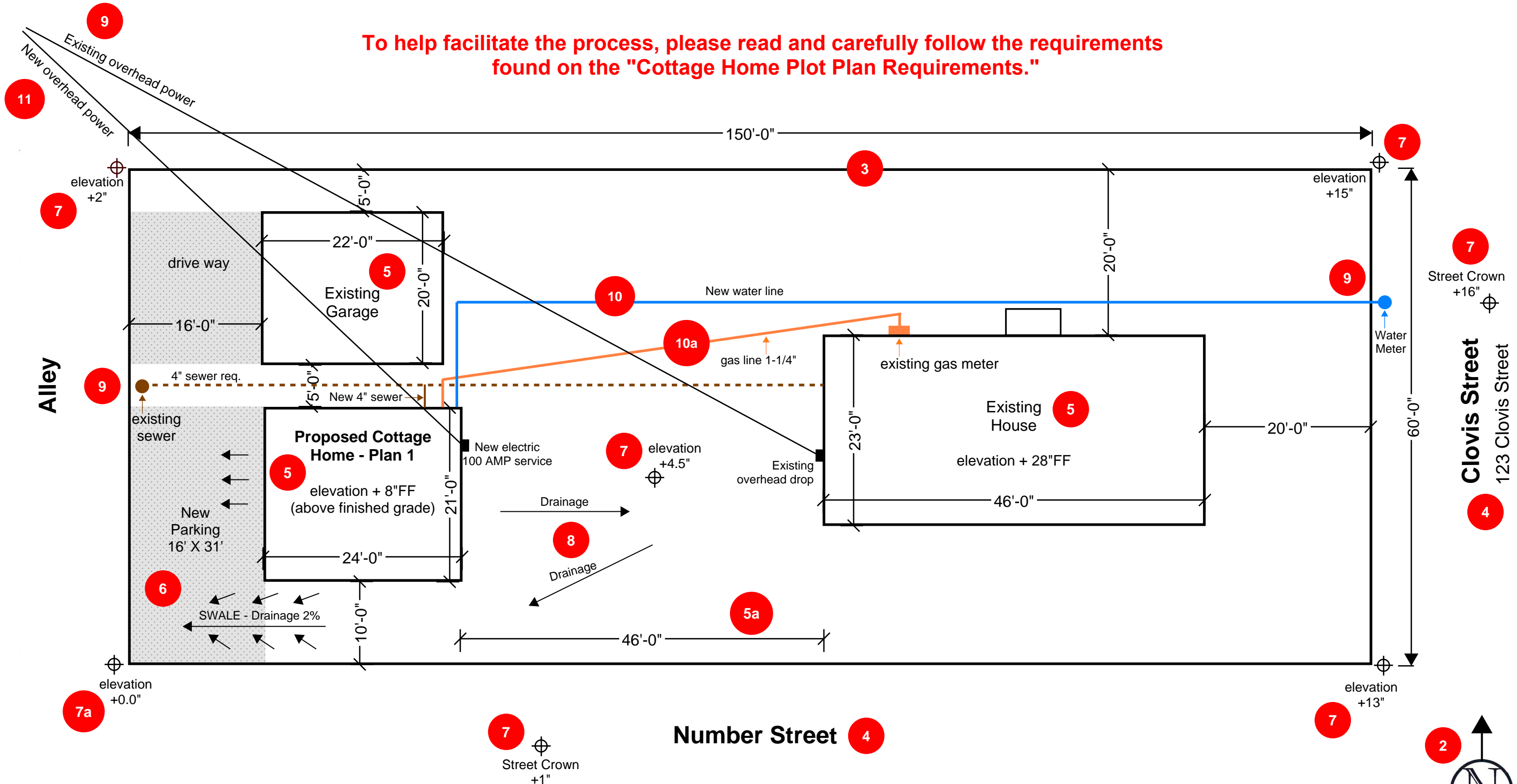
**Note:** A swale is required along the side yards, and if the swale is located less than 10-feet from the building, an onsite drainage system or landscape drains must be shown and installed.
- 9 Indicate the locations of the existing electric service, water meter, sewer line, and gas meter that serve the existing home.
- 10 Indicate the location of the new water line, sewer line, and gas line.
  - 10a The Cottage Home requires that a minimum 1 ¼" gas service be installed and ran from the existing meter location to the point of connection to the Cottage Home. Indicate as such, or show a new service installed from the utility main.

**Note:** The Cottage Home is not allowed to be built on top of existing water or sewer lines. If conflict exists, show planned re-routing of existing services around the new cottage home.
- 11 Show the location and size of the new electric service for the Cottage Home, and indicate whether it is to be connected to a new overhead or underground utility supply, or if it is to be supplied by the existing electric service supplying the existing home.

**Note:** Minimum 200 amp is required if utilizing the existing service.

\*\*\* EXAMPLE \*\*\*

To help facilitate the process, please read and carefully follow the requirements found on the "Cottage Home Plot Plan Requirements."



I declare under penalty of perjury under the laws of the State of California that the foregoing and attached information forms are true and correct.

Signature John Doe Print Name John Doe Date 1/1/2020

1 Scale 1" = 10'

APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

# City of Clovis Plot Plan

Site Address \_\_\_\_\_



I declare under penalty of perjury under the laws of the State of California that the foregoing and attached information forms are true and correct.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Scale \_\_\_\_\_ = \_\_\_\_\_





CITY of CLOVIS

**COTTAGE HOME  
PROGRAM**

## HOME ENERGY RATING SYSTEM (*HERS*)

The T-24 report for this residence requires **HERS** “Field Verification Testing” documentation.

Contact the Energy Report Author to acquire the “XML File” needed for the mandatory HERS reporting requirements. Per the Author, a fee of approximately \$100.00 will be assessed to acquire the “XML File”. After purchasing the file, the property owner will need to acquire Field Verification Testing (third party testing) to produce the required **HERS** documents. A separate fee will be incurred by this testing.

Please contact Juve Martinez (Energy Report Author) at 559-696-7922 to obtain the applicable XML File for the **HERS** verification Testing.

*City of Clovis*  
*Building Department*  
559-324-2390





# CITY *of* CLOVIS

## PLANNING & DEVELOPMENT

1033 FIFTH STREET • CLOVIS, CA 93612

### **COTTAGE HOME PROGRAM** **PROPERTY OWNER RELEASE AND WAIVER**

To whom it may concern:

The property owner acknowledges that the City of Clovis is making the Cottage Home Plans available to the public free of charge. As such, the Property owner, and any successors and assigns, agrees to release, hold harmless, defend and indemnify the City of Clovis, and its officers, employees, agents, and volunteers from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against same, based upon any defect or error in the Plans. The Property owner has a right, at its own cost, to have the Plans independently reviewed by a professional of their own choosing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Cottage Home Location: \_\_\_\_\_