CITY OF LOS ALTOS

1 NORTH SAN ANTONIO ROAD, LOS ALTOS CA
PHONE: (650) 947-2752 FAX: (650) 947-2734

OWNER-BUILDER APPLICATION FOR RE-ROOFING

PROJECT NO. _____

JOB ADDRESS: _____ **DATE:** _____

PROPERTY OWNER INFORMATION: **Owner Verified** ☐

Name: _____

Address: _____

City/Zip Code: _____

Phone No.: _____ Email Address: _____

VALUATION OF ROOF: $_____ **PERMIT FEE: $**_____
(City Use)

New Roof Type: _____ Existing Roof Type: _____

Will Existing Roof Coverings be Removed? Yes ____ No____

Number of Existing Roof Coverings:_____ Weight of New Roofing Material*:_____

*IF NEW PLUS EXISTING ROOFING WEIGHS MORE THAN 6 PSF UTILIZE UBC RAFTER SPAN TABLES OR PROVIDE ENGINEERING CALCULATIONS.

Roof System Fire Classification: A____B____C_____

Basis for Roof System Approval: ICBO ES #_____ UL# _____ ASTM# _____ OTHER _____

Will New Sheathing be Added? Yes____ No ____ What Type of Sheathing? _____

☐ **I will review the current roof ventilation requirements as per Section R806 of the Residential Building Code. See handout attached to permit.**

I CERTIFY THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION GIVEN IS TRUE AND CORRECT. I AGREE TO COMPLY WITH ALL CITY ORDINANCES AND STATE LAWS RELATING TO THIS CONSTRUCTION, REMODEL OR REPAIR, AND I MAKE THIS STATEMENT UNDER PENALTY OF LAW.

PROPERTY OWNER'S SIGNATURE: _____ **DATE**:_____

I agree to install smoke & carbon monoxide detectors per Sections R314 & R315 of the 2010 CRC: Owner/Agent's Initials _____

CITY OF LOS ALTOS, Community Development Department
Building Division

WORKERS' COMPENSATION DECLARATION

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.

I 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, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No.

_____

_____ 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_____ Expires_____

Name of Agent _____ Phone # _____

_____ 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 _____
Signature of Applicant

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name _____

Lender's Address _____

OWNER-BUILDER APPLICANT

I certify to each of the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

_____ Date _____
Signature of Property Owner or Authorized Agent

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 property.

_____
Scope of Construction Project (or Description of Work)

_____
Project Location or Address

_____
Name of Authorized Agent

_____
Address of Authorized Agent

_____
Phone Number 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.

_____Date: _____
Property Owner's Signature

Note: A copy of the owner's driver's license OR form notarization is required to be presented when the permit is issued to verify the property owner's signature.

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure 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 dollars ($500).):

(_) I, as owner of the property, or my employees with wages as their sole compensation, will do (_) all of or (_) portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the 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 it was not built or improved for the purpose of sale.).

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

(_) I am exempt from licensure under the Contractors' State License Law for the following reason:

_____

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: http://www.leginfo.ca.gov/calaw.html.

_____ Date _____

Signature of Property Owner or Authorized Agent

_____

Printed Name

When the Owner-Builder Declaration is executed, a Notice to Property Owner also shall be executed by the property owner.

The Notice to Property Owner shall be provided to the applicant by one of the following methods chosen by the permitting authority: regular mail, electronic format, or given directly to the applicant at the time the application for the permit is made.

Except as otherwise provided, the Notice to Property Owner pursuant to this section shall be completed and signed by the property owner and returned prior to issuance of the permit. *An agent of the owner shall not execute this notice.*

A permit shall not be issued unless the property owner complies with this section.

FORM NOTARIZATION

To be used when a copy of the owner's driver's license *will not* be presented with this completed application.

State of California

County of _____ }

On _____ before me, _____

Date — Here Insert Name and Title of the Officer

Personally appeared _____

Names(s) of Signer(s)

who provided to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument as Property Owner and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Place Notary Seal Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Signature of Notary Public

CITY OF LOS ALTOS
Community Development Department
Building Division
1 N. San Antonio Road, Los Altos, CA 94022

NOTICE TO PROPERTY OWNER

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

_____

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.*

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 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.

_____ Date: _____
Signature of property owner

Note: A copy of the owner's driver's license OR form notarization is required to be presented when the permit is issued to verify the property owner's signature.

ATTENTION: CONTRACTORS/HOMEOWNERS

It is strongly suggested that all existing roofs meet today's roof ventilation requirements as per Section R806.

Please see Building Department for any questions.

SECTION R806
ROOF VENTILATION

R806.1 Ventilation required. Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow. Ventilation openings shall have a least dimension of $^1/_{16}$ inch (1.6 mm) minimum and $^1/_4$ inch (6.4 mm) maximum. Ventilation openings having a least dimension larger than $^1/_4$ inch (6.4 mm) shall be provided with corrosion-resistant wire cloth screening, hardware cloth, or similar material with openings having a least dimension of $^1/_{16}$ inch (1.6 mm) minimum and $^1/_4$ inch (6.4 mm) maximum.

Openings in roof framing members shall conform to the requirements of Section R802.7. Required ventilation openings shall open directly to the outside air.

Exception: Attic ventilation shall not be required when determined not necessary by the code official due to atmospheric or climatic conditions.

R806.2 Minimum vent area. The minimum net free ventilating area shall be $^1/_{150}$ of the area of the vented space.

Exception: The minimum net free ventilation area shall be $^1/_{300}$ of the vented space provided one or more of the following conditions are met:

1. ~~In Climate Zones *14 and 16*, a Class I or II vapor retarder is installed on the warm-in-winter side of the ceiling.~~
2. At least 40 percent and not more than 50 percent of the required ventilating area is provided by ventilators located in the upper portion of the attic or rafter space. Upper ventilators shall be located no more than 3 feet (914 mm) below the ridge or highest point of the space, measured vertically, with the balance of the required ventilation provided by eave or cornice vents. Where the location of wall or roof framing members conflicts with the installation of upper ventilators, installation more than 3 feet (914 mm) below the ridge or highest point of the space shall be permitted.

R806.3 Vent and insulation clearance. Where eave or cornice vents are installed, insulation shall not block the free flow of air. A minimum of a 1-inch (25 mm) space shall be provided between the insulation and the roof sheathing and at the location of the vent.

R806.4 Installation and weather protection. Ventilators shall be installed in accordance with manufacturer's installation instructions. Installation of ventilators in roof systems shall be in accordance with the requirements of Section R903. Installation of ventilators in wall systems shall be in accordance with the requirements of Section R703.1.

R806.5 Unvented attic and unvented enclosed rafter assemblies. Unvented attic assemblies (spaces between the ceiling joists of the top story and the roof rafters) and unvented enclosed rafter assemblies (spaces between ceilings that are applied directly to the underside of roof framing members/rafters and the structural roof sheathing at the top of the roof framing members/rafters) shall be permitted if all the following conditions are met:

1. The unvented attic space is completely contained within the building thermal envelope.
2. No interior Class I vapor retarders are installed on the ceiling side (attic floor) of the unvented attic assembly or on the ceiling side of the unvented enclosed rafter assembly.
3. Where wood shingles or shakes are used, a minimum $^1/_4$-inch (6 mm) vented air space separates the shingles or shakes and the roofing underlayment above the structural sheathing.
4. ~~In *California Climate Zones 14 and 16*, any air-impermeable insulation shall be a Class II vapor retarder, or shall have a Class III vapor retarder coating or covering in direct contact with the underside of the insulation. *See Title 24, Part 6, Figure 100.1-A—California Climate Zones.*~~
5. Either Items 5.1, 5.2 or 5.3 shall be met, depending on the air permeability of the insulation directly under the structural roof sheathing. *No insulation shall be required when roof tiles, wood shingles or wood shakes, or any other roofing system using battens and no continuous underlayment is installed. A continuous layer shall be considered to exist if sheathing, roofing paper or any continuous layer which has a perm rate of no more than one perm under the dry cup method.*
   - 5.1. Air-impermeable insulation only. Insulation shall be applied in direct contact with the underside of the structural roof sheathing.
   - 5.2. Air-permeable insulation only. In addition to the air-permeable insulation installed directly below the structural sheathing, rigid board or sheet insulation *with an R-value of R-4* shall be installed directly above the structural roof sheathing for condensation control.
   - 5.3. Air-impermeable and air-permeable insulation. The air-impermeable insulation shall be applied in direct contact with the underside of the structural roof sheathing for condensation control. The air-permeable insulation shall be installed directly under the air-impermeable insulation.
   - 5.4. Where preformed insulation board is used as the air-impermeable insulation layer, it shall be sealed at the perimeter of each individual sheet interior surface to form a continuous layer.