



City of Hollister
Community Development Department
Building Division

339 Fifth Street, Hollister CA 95023
 (831) 636-4355 * permitcenter@hollister.ca.gov
 Website: Hollister.ca.gov

For Department Use Only
 Date Received: _____

Permit Number: _____

Application assigned to: _____

APPLICATION FOR BUILDING PERMIT

Please print clearly and fill in all that apply

APPLICANT

Applicant: Property Owner Contractor

Desired Contact person: Owner Contractor Architect/Designer Other: _____

PROJECT IDENTIFICATION

Property Address _____

Assessor Parcel Number (APN) _____

Lot # _____

Subdivision _____

Project Type

Commercial

Residential

Industrial

Permit Type(s) (check all that apply) BUILDING ELECTRICAL MECHANICAL PLUMBING

If Residential, Year the Home was Built _____

SCOPE OF WORK

Project Description:

Project Valuation \$ _____

Construction Type: _____

Occupancy: _____

Is Building Sprinklered?

Yes No

Is Building Conditioned?

Yes No

Is the property in the Historic

District? Yes No

Existing Use:

Number of Stories: _____

Proposed Use:

Existing Number of Units: _____

Zoning:

Proposed number of units: _____

Commercial Square Footage:

Office: _____

Retail: _____

Warehouse: _____

Other; _____

Residential Square Footage:

Dwelling: _____

Garage: _____

Number of Cars: _____

Proposed Added Square Footage: _____

Remodel Square Footage: _____

Patio: _____

Porch: _____

Other: _____

PROPERTY OWNER INFORMATION

Name: _____

Home Phone: _____

Address: _____

Bus. Phone: _____

City: _____

State: _____

Zip _____

Email: _____

Check Here If "Owner/Builder" Permit

TENANT INFORMATION ** For Commercial Spaces Only

Business Name: _____

Contact Name: _____

Phone Number: _____

Email: _____

CONTRACTOR INFORMATION

Company Name:		Contact:	
Address:		Bus. Phone:	
City:	State:	Zip:	
Email:			
State License #	License Classification(s):	City License #:	

DESIGN PROFESSIONAL

(Please check One) Architect Designer Engineer License #:

Name:	Phone:
Address:	Email:

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under the provisions 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 Class(es):	Contractor's License #:
Expiration Date:	Contractor

OWNER-BUILDER DECLARATION

Select only one option, sign and date

- I hereby affirm under penalty of perjury that I am exempt from the Contractor's State License Law for the following reason (Sec. 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 per 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 there from 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 \$500.
- 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" The Contractor's State License Law does not apply an owner of property who builds or improved thereon, and who does the work himself or herself or through his or her own employees, 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 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 and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contractor for the projects with a contractor(s) license pursuant to the Contractors' State License Law.)
- I am exempt under Sec. _____ of the B&P Code for this reason _____

Date _____ **Owner's Signature** _____

WORKER'S COMPENSATION DECLARATION

Select only one option, sign and date

- 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, 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 #:** _____
- (This section need not be completed if the permit is for one hundred dollars (\$100) or less).
- 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 signature _____

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 the permit is issued (Sec. 3097, Civ. C.).

Lender's Name _____

Lender's Address _____

ENGINEERING RELEASE

(PLEASE CIRCLE YES OR NO)

1. Will this project grade, fill, excavate, store, or dispose of 100 cubic yards or more of soil? YES NO
2. Will this project clear and grub one acre or more of land? YES NO
3. Will this project interrupt any existing drainage course or patterns? YES NO

If "yes" was circled for any of the above questions, please contact the Engineering Department at 831-636-4340 for further submittal requirements.

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

EPA's Renovation, Repair, and Painting Program (RRP Rule) requiring that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, childcare facilities and pre-schools built before 1978 have their firm certified by EPA (or an EPA-authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices.

* _____ (Initials) I have read and acknowledge that under federal law, it is unlawful to use work practices that create a lead hazard and contaminate the environment. For additional information refer to www.epa.gov/getleadsafe

APPLICANT

CERTIFICATION: By my signature below, 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 local ordinances and state laws relating to building construction.

I authorize all representatives on behalf of the city to enter the above identified property for inspection purposes.

Property Owner Authorized Agent Printed name: _____

Signature: _____ Date: _____

GENERAL STEPS FOR A BUILDING PERMIT APPLICATION

1. Applicants must complete and submit an official project application and all associated forms to the City of Hollister Building Department. Appointments for submittal must be scheduled via the City's website: https://hollister.ca.gov/government/development_services/index.php. Applications are processed chronologically based on the date of receipt.
2. Applications are active for 180 days. An Extension may be given to an active application for up to 180 days at the discretion of the Building Official. Extension application must be submitted 30 days prior to expiration date.
3. The applicant is responsible for determining if the project scope necessitates the submission of formal construction documents for review. Required documentation typically includes a detailed site plan, floor plans outlining existing and proposed scopes of work, and all required supporting materials.
4. If the project is subject to formal plan review, a mandatory plan review deposit fee will be assessed and must be processed during the scheduled submittal appointment. The final deposit fee amount will be generated at that time.
5. Submitted construction documents will undergo a thorough review to verify compliance with all applicable regulations, including the California Building Code, Fire Code, Energy Code, and local Municipal Codes. Corrections or revisions may be formally requested prior to final plan approval.
6. Upon successful completion of the review process and issuance of plan approval, an invoice for the permit issuance fees will be generated and provided, along with detailed instructions for payment processing.
7. The official construction permit will then be issued. The Permit Card must be posted and maintained on the job site for review by inspectors throughout all stages of construction.
8. Permits are valid for 365 days from the date of issuance or the last passing inspection. An extension may be given to an active permit at the discretion of the Building Official, Extension application must be submitted 30 days prior to expiration date.
9. Inspections are mandatory and must be scheduled at various critical stages of construction progress. Correction Notices may be issued by the inspector to address any non-compliant work or deviations from the approved plans.
10. Following the successful completion of all required inspections and the fulfillment of all established project conditions,

the City will grant final approval and/or issue the Certificate of Occupancy (CO), as applicable.