Furnace/Air Conditioner Permit by FAX or Mail

(This is an application only, the official Building Permit will be sent later in the mail)

Conditions:

- The project location must be within the unincorporated County or the cities of Clayton, Lafayette, Moraga or Orinda.
- 2) The Permit must be taken out by either the owner of record or by a licensed contractor.
- 3) If the owner is going to do the construction, they must also sign and fax an Owner/Builder Declaration.
- 4) No special conditions or encumbrances to the building process may be on the project location.
- 5) Only furnace/air conditioner permits may be applied for by FAX or Mail using this form. Permits requiring plan check or special planning department or other agency approvals must be applied for in person at one of our offices.
- 6) The credit card listed must be valid and have the appropriate amount of credit.

The "Permit by FAX or Mail" program is an optional enhancement to customer service. Any applicant may be required to appear in Martinez to apply for a permit.

	1		
	Property Owner	Contractor	
Name			
Mail to: (x)	Notification Address	☐ Business Address	
Street & No.			
City			
State, Zip			
License			
Phone/Fax	Fax:	Fax:	
	Project Location		
Street & No.			
City	☐ Clayton ☐ Moraga ☐ Orinda ☐ Lafayette ☐ Unincorporated County:		
Cross Street	,		
Parcel No.	If Known		

Select one or more type of work

	of Work (Residential Only) inspection Fee (check all that apply)			
	New Furnace (to replace existing floor he	eater, wall heater, etc.)		
	Replace Existing Forced Air Unit			
	New Air Conditioner			
	Replace Existing Air Conditioner			
please		es, Kensington, Pinole, Richmond or San Pablo, on for Climate Zone 3 (page 5). All other areas of the section for Climate Zone 12 (page 6).		
	rojects in all other areas of the County, <u>H</u> .ING REQUIRED unless one (or more) of	ERS TESTING AND VERIFICATION OF DUCT the following boxes is checked.		
	Less than 40 linear feet of duct system in	n unconditioned space.		
	Existing ducts constructed, insulated or s	sealed with asbestos.		
	Ducts previously sealed, tested and verif	fied by HERS rater.		
Job Valuation:				
Reins reinsp	pection Fee: \$ pection Fee (Select one of the two, only in pection) tion < \$5,000	Permit No. f you already have a permit and are paying for a \$50.00		
Valuation > \$5,001		\$100.00		

All fees are subject to change and will be charged at the rate in effect at the time your payment is made.						
Check One	For all permits except reinspection fee:					
	Unincorporated Area		\$131.25			
	City of Clayton		\$131.25			
	Town of Moraga		\$140.63			
	City of Orinda		\$140.63			
	City of Lafayette		\$140.63			
	State Special Revolving Fund Fee \$1.00 for every \$25,000 in Job Value					
Pay	ment Informati	on				
	Dovernment Mathed		Amazunt			
	Payment Method Check (Mail Only)	No:	\$			
	Money Order (Mail Only)		\$			
	Credit Card	☐ Visa ☐ Discover ☐ Mastercard ☐ American Exp.	\$			
Name	on Card:					
Expirat	tion Date:	Card #:				
Signat	Signature: (for fax or mail-ins) X					
Fax or Mail Application to one of our office below						
CCC Building Inspection Application and Permit Center 30 Muir Road Martinez, CA 94553 Tel: (925) 674-7200 Fax: (925) 674-7267						

LICENSED CONTRACTOR'S DECLARATION I hereby affirm under penalty of perjury that I am licensed under 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 License No.
Date Contractor 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. DateSignature of Property Owner or Authorized Agent
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: CarrierPolicy NumberExpiration Date Name of AgentPhone #
DESCRIPTION DESCRIPTION CONSTRUCTION L'ENDING ACENOV
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
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 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. DateSignature of Property Owner or Authorized Agent

Simplified Prescriptive Certificate of Compliance: 2008 Residential HVAC Alterations CF-1R-ALT-HVAC

Climate Zone 3

Site Address:			Enforcement Agency: CCC DCD		Date:	Permit #:	
	ent Type ¹	List Minimu	m Efficiency ²	Conditioned Floor Area	Duct insulation requirement	Therr	mostat
Other_	e Coil asing Unit	AFUESEEREER	COPHSPFResistance	Served by system	Over 40 ft of ducts added or replaced in unconditioned space R 6 (CZ 1, 3-5)	Setback (If not already presinstalled)	·
	 1. Equipment Type: Choose the equipment being installed; if more than one system, use another CF-1R-ALT-HVAC for each system. 2. Minimum Equipment Efficiencies: 13 SEER, 78% AFUE, 7.7HSPF for typical residential systems. 						
 Contractor (Documentation Author's /Responsible Designer's Declaration Statement) I certify that this Certificate of Compliance documentation is accurate and complete. I am eligible under Division 3 of the California Business and Professions Code to accept responsibility for the design identified on this Certificate of Compliance. I certify that the energy features and performance specifications for the design identified on this Certificate of Compliance conform to the requirements of Title 24, Parts 1 and 6 of the California Code of Regulations. The design features identified on this Certificate of Compliance are consistent with the information documented on other applicable compliance forms, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with the permit application. 							
Name:				Signature:			
Company:					Date:		
Address:				License:			
City/State/Zip:				Phone:			

Site Address: Linforcement Agency: CCC DCD Date: Permit ili:	Simplified Prescriptive Certificate of Compliance: 2008 Residential HVAC Alterations CF-1R-ALT-HVAC							
Packaged Unit Packaged Uni	Climate Zone 12							
Packaged Unit Packaged Uni								
Equipment Type List Minimum Efficiency Doct installation requirement Area Thermostat Packaged Unit Harmace APUF COP Packaged Unit HSPF Resistance Ref (CZ 1923) Served by system Served by system Regular Ref (CZ 1923) Served by system Regular Ref (CZ 1923) Served by system Regular Ref (CZ 1923) Served by system Regular Regul	Site Address:			Enforcement Agency: CCC DCD	Date:	Permit #:		
Packaged Unit Furnace GOP ISER GOP	p : .m 1		f:	. 2	.		TI	
Pitturace AFLE COP replaced in unconditioned space Review of the other decides with the condition of the condition		List N	Ammum Effi	ciency		Area		
The process of the properties of the process of t	Furnace					Served by system		
Duty Choose the equipment being installed; if more than one system, use another CF-IR-ALT-HVAC for each system.					R 6 (CZ 10-13)		present, must be	
## Lines Verification SUMMARY Listed below are four HVAC alteration Options. The installer decides what work is being done and picks one of the appropriate Options. Each Option lists the HERS measures that must be conducted. A copy of the forms shall be left on site for final inspection and a copy given to the homewower. At final, the inspection verifies that the work listed on this form was in fact the work completed by the installer. The inspector also verifies that each appropriate CT-67 and registered CT-68 forms (in bland failed CT-68 shall also be on site for final inspection. ■ All HVAC Equipment replaced ■ CT-68 forms: MECH-21 and (for split systems) MECH-25-HERS (CT-68 forms: MECH-20 and (for split systems) MECH-27 and MECH-27 and MECH-28 forms: MECH-29 and MECH-28 forms: MECH-29 and MECH-28 forms: MECH-29 and MECH-29 forms: MECH-29 forms: MECH-20 and (for split systems) MECH-22 forms: MECH-29 forms: MECH-20 and (for split systems) MECH-22 forms: MECH-29 forms: MECH-20 forms: MECH-20 forms: MECH-20 forms: MECH-20 forms: MECH-20 forms: MECH-29		asa tha acuinn	ant bains ins	stallade if mana		O ALT HVAC for each mus	ĺ .	
picks one of the appropriate Options. Each Option lists the HERS measures that must be conducted. A copy of the forms shall be left on site for final imspection and a copy given to the homeowner. At final, the imspector verifies that the work listed on this form was in fact the work construction of the forms shall be left on site for final imspection. □ 1. HVAC Changeout Required Forms: □ 1. HVAC Changeout Required Forms: □ 1. HVAC Equipment replaced CP-6R forms: MECH-94, MECH-21-HERS and (for split systems) MECH-25-HERS (CP-4R forms: MECH-21 and (for split systems) MECH-25-HERS (CP-4R forms: MECH-24 forms) MECH-25-HERS (CP-4R forms: MECH-25 forms) MECH-25-HERS (CP-4R forms: MECH-24 forms) MECH-25-HERS (CP-4R forms: MECH-25 forms) MECH-25-HERS (CP-4R forms: MECH-24 forms) MECH-25-HERS (CP-4R forms: MECH-25 forms) MECH-25-HERS (CP-4R forms: MECH-25 forms) MECH-25-HERS (CP-4R forms: MECH-25 forms) MECH-25-HERS (CP-4R fo			-	-	-	A-ALI-IIVAC joi euch sys	iem.	
inspection and a copy given to the homeowner. At final, the inspector verifies that the work listed on this form was in fact the work completed by the installer. The inspector also writers that each appropriate CF-6R and registered CF-4R forms (montal filled CF-4R) and filled CF-4R forms (montal filled CF-4R). I. HVAC Changeout Required Forms: All HVAC Equipment replaced CF-6R forms: MECH-94, MECH-21-HERS and (for split systems) MECH-25-HERS (CF-4R forms: MECH-21 and (for split systems) MECH-25-HERS (CF-4R forms: MECH-20) MECH-25, and MECH-22, and MECH-25-HERS (CF-4R forms: MECH-20) MECH-25 MECH-20, and (for split systems) MECH-22-HERS, and MECH-25-HERS (CF-4R forms: MECH-20) MECH-25-HERS (CF-4R forms: MECH-20) MECH-25 MECH-20, and (for split systems) MECH-25-HERS (CF-4R forms: MECH-20) MECH-25 MECH-20 MECH-25 MEC								
installer. The inspector also verifies that each appropriate CF-6R and registered CF-4R forms (no hand filled CF-4Rs allowed) are filled out and signed. Beginning October 1, 2010, a registered copy of the CF-1R and CF-6R shall also be on site for final inspection. □ 1. HVAC Changeout □ 1. HVAC Equipment replaced ○ Condenser Coil and /or ○ Indoor Coil and /or ○ Indoor Coil and /or ○ Purpose Coil and /or ○ Purpose CF-4R forms: MECH-21 and (for split systems) MECH-25-HERS CF-4R forms: MECH-21 and (for split systems) MECH-25-HERS CF-4R forms: MECH-21 and (for split systems) MECH-25-HERS CF-8R forms: MECH-20 and (for split systems) MECH-25-HERS and (for split systems) MECH-22-HERS, and MECH-25-HERS (all new ducting and ducts (all new ducting and ducts (all new ducting and ducts) (all new ducts) (all new ducting and ducts) (all new								
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• Indoor Coil and /or		•						
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Includes adding or replacing more than 40 linear feet of duct in unconditioned space. CF-6R forms: MECH-04, MECH-21-HERS CF-4R forms: MECH-21			< 6 percent					
linear feet of duct in unconditioned space. For split system or packaged units: Duct leakage < 15 percent EXCEPTION: Existing duct systems constructed, insulated or sealed with asbestos. Contractor (Documentation Author's /Responsible Designer's Declaration Statement) I certify that this Certificate of Compliance documentation is accurate and complete. I am eligible under Division 3 of the California Business and Professions Code to accept responsibility for the design identified on this Certificate of Compliance. I certify that the energy features and performance specifications for the design identified on this Certificate of Compliance conform to the requirements of Title 24, Parts 1 and 6 of the California Code of Regulations. The design features identified on this Certificate of Compliance are consistent with the information documented on other applicable compliance forms, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with the permit application. Name: Signature: Company: Date: Address: License:			han 40	Î				
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