



**BUILDING DIVISION**  
34009 Alvarado-Niles Road  
Union City, California 94587  
Phone No. (510) 675-5313

## **EMAIL or MAIL-IN PROCESS FOR OVER-THE-COUNTER PERMITS**

*For use of CA State Licensed Contractors Only*

**Email:** [building@unioncity.org](mailto:building@unioncity.org)

**Address:** Building Division  
34009 Alvarado-Niles Road  
Union City, CA 94587

**Fax Number:** (510) 475-7318

### **Acceptable projects for Email or Mail-In Permits**

- Minor plumbing, mechanical, and electrical work
- Replacement of hot water heaters
- Replacement of residential electrical service
- Replacement of wall furnaces or HVAC units (*CF1R Form Required*)
- Re-roof permits not adding additional weight
- Like for like window replacement
- Repair or replace water and/or gas lines

### **Email Permit Process**

- Email the completed permit application
- Invoice will be emailed to the applicant with instruction for payment with the Finance Department (510) 675-5312
- The hard copy will be mailed to the contractor's address listed on the application

### **Mail-In Permit Process**

- Mail-In completed permit application
- Invoice will be emailed to the applicant with instructions for payment with the Finance Department (510) 675-5312.
- The official hard copy will be mailed to the contractor's address listed on the application



# PERMIT APPLICATION

For use of CA State Licensed Contractor's Only

<b>Type of Project:</b>			
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/> Building Permit <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Mechanical Permit		
Description of Work: _____ _____			
Job Address: _____		Valuation: \$ _____	
<b>Contractor Information:</b>			
Name of Company:			
Contact Name:			
Address:	City:	State:	Zip:
Phone Number:	E-mail Address:		
<b>Owner Information:</b>			
Name:			
Address:	City:	State:	Zip:
<b>Licensed Contractors Declaration:</b> I hereby affirm 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 Number: _____ License Class: _____ Expiration Date: _____			
<b>Worker's Compensation Declaration:</b> I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec. 3800, Lab C).			
Policy No. _____ Company: _____ Applicant: _____ Date: _____			
<b>Certificate of Exemption from Worker's Compensation Insurance :</b> <i>(This section need not be completed if the permit is for two (\$200) or less)</i> 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 Worker's Compensation Laws of California.			
Contractor Signature: _____ Date: _____			
NOTICE TO APPLICANT: <i>If, after making this Certificate of Exemption, you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.</i>			
<b>Construction Lending Agency:</b> I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097 CIV.C)			
Lenders Name: _____ Lender's Address: _____			
<b>Contractor Signatures:</b> I certify that I have read this application and permit and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes.			
Print Name of Applicant:			
Signature of Applicant:			Date:
Issued By:			Date:
The above approval grants permission to do the work covered by this application and permit in accordance with plans as approved and all applicable city and state ordinances, regulations and laws governing location, construction and occupancy of building. <b>Expiration of permit:</b> This permit expires if the building or work authorized herein is not commenced within 180 days from the date of approval, or if work is suspended for a period of 180 days or abandoned after expirations, this permit must be renewed before work may be commenced again.			