



**BUILDING DIVISION**  
34009 Alvarado-Niles Road  
Union City, California 94587  
Phone No. (510) 675-5313  
FAX No. (510) 475-7318

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

*For use by Property Owner or Authorized Agent Only*

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

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

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

### **Acceptable projects for Fax, 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
- Repair or replace water and/or gas lines

### **Fax Permit Process**

- Fax the Completed Permit Application
- Fax the Credit Card Authorization Form
- A copy of the permit will be faxed to the fax number provided on the credit card authorization form
- The official hard copy will be mailed to the contractor's address listed on the application

### **Email Permit Process**

- Email the Completed Permit Application
- Payment Options:
  1. Fax the credit card authorization form to (510) 475-7318. (***Emailed forms will not be accepted***)
  2. Invoice will be emailed to the applicant with instruction for over the phone payment.
- A copy of the permit will be emailed to the applicant
- The official hard copy will be mailed to the contractor's address listed on the application

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

- Mail-In Completed Permit Application
- Payment Options:
  1. Mail-In the credit card authorization form with the application
  2. Invoice will be emailed to the applicant with instructions for over the phone payment.
- A copy of the permit will be emailed to the applicant
- The official hard copy will be mailed to the contractor's address listed on the application



# FAX PERMIT APPLICATION

For use by Property Owner or Authorized Agent 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		
<b>Description of Work:</b> _____ _____			
<b>Job Address:</b> _____		<b>Valuation:</b> \$ _____	
<b>Owner Information:</b>			
Name: _____			
Address: _____		City: _____	State: _____
Phone Number: _____		E-mail Address: _____	
<p><b>Owner Builder Declaration:</b> 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).):</p> <p>_____ 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 eth 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).</p> <p>_____ 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).</p> <p>_____ I am exempt from licensure under the Contractors' State License Law for the following reason:</p> <p>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 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 Website <a href="http://www.leginfo.ca.gov/calaw/html">http://www.leginfo.ca.gov/calaw/html</a></p>			
Signature of Property Owner or Authorized Agent		Date	
<b>Owner 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.			
Signature of Applicant:		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.			



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CITY OF UNION CITY - BUILDING DIVISION
FAXED PERMITS
Credit Card Authorization Form

I hereby certify that I will comply with any and all declarations and agreements on the faxed permit application that bears my signature.

Company Information

Company Name:
Contact Name:
Address:
City: State: Zip Code:
E-Mail Address:
Phone #:
FAX #:

Credit Card Information

Type of Credit Card (circle one): VISA MASTER CARD
Credit Card #:
Expiration Date:
Cardholder Name:
Signature: Date:

This form must be returned to City Hall in person, by mail, or faxed to the Building Department at (510) 475-7318. E-Mail will NOT be accepted.