



# Building & Safety Permit Application

SINGLE-FAMILY/DUPLEX

MULTI-FAMILY

COMMERCIAL

RANCHO PALOS VERDES

Staff will assign **PERMIT NO.**

**For Online Plan  
Check Reviews go  
to [www.rpvca.gov/  
planccheck](http://www.rpvca.gov/plancheck)**

**THE APPLICANT MAY BE:**

1. A Licensed Contractor
2. An Owner-Builder (all property owners who apply are "Owner-Builders")
3. An Agent acting for the contractor or owner-builder. With letter of authorization.

**NOTE TO OWNER-BUILDERS**

In compliance with state law, the City of RPV will provide you with a notice and the [Owner's Acknowledgment and Verification of Information Form](#) that explains the legal implications of construction on your property. You will need to sign and submit this acknowledgement prior to permit issuance.

**NOTE TO CONTRACTORS**

Complete this permit application before getting counter service. To verify license information, visit: Contractor's State License Board website: <https://www.cslb.ca.gov/>

**City of Rancho Palos Verdes**

**Business License Info:**

[www.rpvca.gov/288/](http://www.rpvca.gov/288/)  
Business-License-Information  
Phone: (310) 544-5301

Email:  
[businesslicense@rpvca.gov](mailto:businesslicense@rpvca.gov)

**Community Development  
Department**

30940 Hawthorne Blvd.  
Rancho Palos Verdes, CA  
90275  
Phone: (310) 544-5280  
Email:  
[buildingsafety@rpvca.gov](mailto:buildingsafety@rpvca.gov)

**PROJECT IDENTIFICATION** All applicants must fill out this section

PROJECT ADDRESS:	Rancho Palos Verdes, CA Zip: 90275
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APPLICANT Name:	
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Address:	City-State-Zip:
Email:	Phone:

* <b>LEGAL HOMEOWNER</b> (if different from Applicant) Name:	
Email:	Phone:

<b>Licensed Contractor or Acting Agent if any</b>	State License #:
Company Name:	

Address:	City-State-Zip:
Email:	Phone:

<b>PERMIT TYPE</b> <small>Check all that apply to the project:</small>	<input type="checkbox"/> BUILDING	<input type="checkbox"/> MEP	<input type="checkbox"/> POOL	<input type="checkbox"/> RE-ROOF	<input type="checkbox"/> SOLAR
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**BRIEFLY DESCRIBE SCOPE OF WORK:**

**VALUATION \$**

<b>TOTAL REMODEL SQFT:</b> (Kitchen, Bathroom, Bedroom etc.)	<b>NEW #</b>	<b>CHANGE-OUT #</b>
<b>DECK SQFT:</b>	<b>COVERED PATIO SQFT:</b>	
	<b>ATTACHED</b>	<b>DETACHED</b>
	<b>NEW</b>	<b>REMODEL/REPLASTER</b>
<b>Please provide what material will be used in the scope of work description.</b>		
<b>RETAINING WALL LF:</b>	<b>NEW BUILDING/ADU SQFT:</b>	

**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 in effect.

**Contractor      Acting Agent      Home Owner      Date:** \_\_\_\_\_

Please be aware that despite the issuance of a building permit by the city, the applicant's property may result in additional regulations or denial to perform the work if your property is part of an HOA community. A letter of authorization signed by the HOA president is highly suggested before pulling any permits.

**Printed Name:** \_\_\_\_\_ **Signature : X** \_\_\_\_\_



## Plan Check Application Check List

<b>Purpose:</b> Please check the following boxes to signify a response.		<b>Yes</b>	<b>No</b>
<b>No</b>	<b>Items Covered</b>		
1	Is there Underpinning taking place as part of the proposed plan?		
2	I understand that any new Window openings or Window Changeouts will be required to have at least 1 pane tempered per Government Code 51177 as RPV is in a Very High Fire Severity Zone.		
3	Are any Windows proposed to be installed within this Project?		
4	I understand that any new Square Footage would require Radiant Barrier. If no square footage is added, if over 50% of sheathing is replaced. The replaced sheathing would need to have a radiant barrier.		
5	I understand if any Panel Upgrade, New Main Panel for a New Unit, or Relocation of the Main Panel requires a Meter Spot Approval		
6	Is a Panel Upgrade, New Main Panel, or Relocation taking place?		
7	I understand it is my responsibility to verify if Planning review is required. Ex: Outdoor BBQ's, Fireplaces, Bay Windows, Permanent large Equipment within Garage or Exterior like Water Heaters, AC, EVC etc.		
8	I have ensured all proposed scope of work is explicitly listed in the description on the application. I am aware that any work that is done which requires permits and is not listed in my scope of work will be subject to Code Enforcement and Penalty Fees.		
9	I am aware that Any Underpinning will require a Geology Memo for the Underpinning footing forms prior to a Footing inspection performed by the city, Regardless of a Soils Report being required or not.		



# Building & Safety

PLAN CHECK & PERMIT ACKNOWLEDGMENT & AGREEMENT FORM

RANCHO PALOS VERDES

Dear Applicant:

Please be aware that the plan review process that you have just entered into has a time limit as prescribed by law with serious monetary consequences if the time limit is not met.

**Applications for which no permit is issued within 180 days following the date of application shall expire by limitation. Plan checks may receive up to (2) 90-day extensions which are not to exceed 180-days, upon receipt of the applicable fee along with a written request which demonstrates justifiable cause. You may be eligible to receive the aforementioned extension per RPVMC 15.18.50 & CBC 105.3.2.**

**If the plan check expires, you may apply for renewal of the project application by resubmitting plans and paying a new plan review fee.** Furthermore, pursuant to RPVMC section 17.86.070, if your plan check expires, any associated Planning Division entitlements automatically become null & void. Thus, you will also be responsible for paying additional fees to re-instate your Planning entitlements. If your expired plan check is not re-instated within one year of expiration, your previous planning entitlements cannot be reinstated and any plans or other data submitted for review may be destroyed by the City.

**Plan checks for development projects where permits have expired for a period of less than one year shall be assessed a fee equal to ½ of the amount of the applicable plan check fee,** as set forth in the resolution establishing said fee, if the plans that are being resubmitted are identical to the prior plans. Said fee shall be paid when the plans are re-submitted for review by the building official.

**105.5 Expiration.** Every permit issued by the building official under the provisions of the technical codes shall expire by limitation and become null and void, if the building or work authorized by such permit is not completed through final inspection within the allowed time from the date of issuance of such permit, which time shall be as follows: up to 5,000 square feet, 18 months; 5,000 to 10,000 square feet, 24 months; over 10,000 square feet, 30 months. For good cause, upon initial application for a permit, the building official may establish a different expiration date when it is anticipated such date will be necessary to complete construction due to extenuating circumstances. Upon expiration, before work under the permit can be recommenced, a new permit shall be obtained. Such new permit shall be valid for 24 months, and the fee therefor shall be one half the amount required for a new permit for such work, if no changes have been made or will be made in the original plans and specifications for the work and not more than one year has passed since the expiration of the permit; otherwise, such new permit shall be subject to all terms and conditions applicable to new permits.

Any permittee holding an unexpired permit may apply for an extension of the time within which the permittee may complete work under that permit when the permittee is unable to complete the work within the time required by this section although proceeding with due diligence. Application for extension shall be filed on forms prescribed by the building official and be accompanied by payment of the fee as established by city council resolution. The building official may extend the time for completion of work under the permit by the permittee for a period of time not exceeding 180 days upon finding the permittee has been proceeding with due diligence and that circumstances beyond the control of the permittee have prevented action from being completed. **No permit shall be so extended more than once.**

Signature :

Date :