



Brea Civic & Cultural Center | 1 Civic Center Circle | Brea, California 92821 | www.cityofbrea.net

BUILDING PERMIT APPLICATION

Part of a planning entitlement application? **YES**

NO

If yes, please provide entitlement file number:

Project Address:		Job Valuation:	Size (sf):
Project Description: _____ _____ _____			
☐ Single Family Residential ☐ Apartment ☐ Commercial ☐ Industrial ☐ Duplex ☐ Other: _____			
APPLICANT INFORMATION			
Name:		Email:	Phone:
Address:		City/State:	Zip:
☐ Owner ☐ Tenant ☐ Architect ☐ Engineer ☐ Contractor ☐ Developer ☐ Other: _____			
PROPERTY OWNER INFORMATION			
Name:		Email:	Phone:
Address:		City/State:	Zip:
TENANT INFORMATION			
Name:		Email:	Phone:
Address:		City/State:	Zip:
CONTRACTOR INFORMATION			
Name:		Email:	Phone:
Address:		City/State:	Zip:
State License #:	Class:	Expiration Date:	Brea Business License #: Expiration Date:
Workers Comp Carrier:		Policy #:	Exp Date:
ARCHITECT/ENGINEER INFORMATION			
Name:		Email:	Phone:
Address:		City/State:	Zip:
State License #:		Expiration Date:	Business License #: Expiration Date:

LICENSED CONTRACTOR 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.

Applicant or Agent Signature: _____ Date: _____

WORKER'S COMPENSATION DECLARATION:

I hereby affirm under penalty of perjury to ONE of the following declarations:

- ☐ I have and will maintain a certificate of consent to self-insure for worker's 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 worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My Worker's Compensation insurance carrier and policy number are:

Carrier: _____

Policy #: _____

Expiration Date: _____

WARNING: Failure to secure worker's 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 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, and agree that if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant or Agent Signature: _____ Date: _____

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 Name: _____

Lender Address: _____

OWNER BUILDER DECLARATION:

I hereby affirm under penalty of perjury that I am exempt from the Contractor License Law for the following reason (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 Contractor's License Law (Chapter 9, commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom 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 the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: the Contractor's License Law does not apply to an owner of the property who builds or improves 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 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 Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a contractor(s) license pursuant to the Contractor License Law).

- ☐ I am exempt under Section _____, Business and Professions Code for this reason:

Applicant or Agent Signature: _____ Date: _____

TRUST ACCOUNT OWNER INFORMATION - NEW OR EXISTING

***THIS SECTION IS REQUIRED FOR ALL BUILDING PERMIT APPLICATIONS**

(The information below will be used to generate a new trust account or tie the application to an existing trust account if applicable)

All project applications require the specified minimum deposit to a Trust Account. Additional funds and/or subsequent deposits may be required depending upon the specified project and level of staff time necessary. All unused funds will be reimbursed following the completion of a project when the final inspection has passed. Staff time devoted to your project will be billed according to our Development Processing Fees. The necessary staff time will vary according to the complexity of the project and may include, initial review and ongoing project processing by City staff including, but not limited to:

- Reviewing plans / submittal packages.
- Routing plans to and communicating with other city staff and outside agencies.
- Researching documents relative to site history and site visits/inspections.
- Consulting with applicant and other interested parties (e.g. neighbors, adjacent property or business owners) in person or by phone.
- Preparing environmental documents, staff reports, presentations, and resolutions.
- Review of tentative maps and improvement plans by City staff.
- On-site inspections of the project by City staff.
- Consultant services

STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand that my initial deposit is a retainer and not a fee. This deposit will be used to set up an account, against which fees shall be charged based on the hourly rate listed in the City fee schedule in effect at the time the work is performed. I understand that should the costs exceed the deposit, I will be billed for any additional deposit amount intended to cover future charges. If I fail to pay the fees when due, I understand approximately that the City will stop working on the application. If the final costs are less, the unused portion of the deposit will be returned to me upon request within 4 weeks after conclusion of the process or final inspection has been completed.

As the trust account owner, I assume full financial responsibility for all costs incurred by the City in processing this application(s).

BY SIGNING BELOW, I HEREBY CONSENT THAT I UNDERSTAND THE MATTERS AS DESCRIBED ABOVE AND AGREE TO THE TERMS. I HEREBY FURTHER REPRESENT THAT I HAVE AUTHORITY TO BIND MY BUSINESS BY SIGNING ON ITS BEHALF.

Trust Account Owner's Signature

Date

Email Address

Trust Account Owner's Name
(Business or individual)

Trust Account Billing Address

*** Please note: Name and address will be used to generate invoices and refund checks***

ATTACHMENT A



BEST MANAGEMENT PRACTICES FOR CONSTRUCTION ACTIVITIES*

Storm Water Pollution Control Requirements for Construction Activities Minimum Water Quality Protection Requirements for All Development Construction Projects/Certification Statement

The following is intended as minimum notes or as an attachment for building and grading plans and represent the minimum standards of good housekeeping that must be implemented on all construction sites regardless of size. (Applies to all permits)

- Eroded sediments and other pollutants must be retained on site and may not be transported from the site via sheetflow, swales, area drains, natural drainage courses or wind.
- Stockpiles of earth and other construction related materials must be protected from being transported from the site by the forces of wind or water.
- Fuels, oils, solvents and other toxic materials must be stored in accordance with their listing and are not to contaminate the soil and surface waters. All approved storage containers are to be protected from the weather. Spills must be cleaned up immediately and disposed of in a proper manner. Spills may not be washed into the drainage system.
- Non-stormwater runoff from equipment and vehicle washing and any other activity shall be contained at the project site.
- Excess or waste concrete may not be washed into the public way or any other drainage system. Provisions shall be made to retain concrete wastes on site until they can be disposed of as solid waste.
- Trash and construction related solid wastes must be deposited into a covered receptacle to prevent contamination of rainwater and dispersal by wind.
- Sediments and other materials may not be tracked from the site by vehicle traffic. The construction entrance roadways must be stabilized so as to inhibit sediments from being deposited into the public way. Accidental depositions must be swept up immediately and may not be washed down by rain or other means.
- Any slopes with disturbed soils or denuded of vegetation must be stabilized so as to inhibit erosion by wind and water.
- Other: _____

As the project owner or authorized agent of the owner, I have read and understand the requirements listed above, necessary to control storm water pollution from sediments, erosion, and construction materials, and I certify that I will comply with these requirements.

Print Name _____
(Owner or authorized agent of the owner)

Signature _____
(Owner or authorized agent of the owner)

Date _____

*The above Best Management Practices are detailed in the California Storm Water Best Management Practices Handbook, January 2003.
www.cabmphandbooks.com

WASTE MANAGEMENT ACKNOWLEDGEMENT FORM

FOR CONSTRUCTION & DEMOLITION ACTIVITIES

Select your project from the following available options:

Fence Permit

Residential Plumbing

Sign - Permanent

Patio Cover

Residential Electrical

Solar Permit

Residential Mechanical

***** IF YOUR PROJECT IS NOT ONE OF THE SEVEN OPTIONS ABOVE,
YOU MUST SUBMIT YOUR WASTE MANAGEMENT PLAN THROUGH GREEN HALO SYSTEMS *****

WASTE MANAGEMENT REQUIREMENTS

Construction and Demolition (C&D) waste represents a significant part of the solid waste stream. Most C&D material can be reused or recycled, conserving natural resources, and saving valuable landfill space.

To recover recyclable C&D material as mandated by the state of California, per California Green Building Standard Codes (CALGreen), the City adopted the Municipal Code for Construction and Demolition Waste Management Ordinance (Title 8 Chapter 8.29). CALGreen and City Code requires that demolition and construction projects divert at least 65% of waste through recycling, salvage, or deconstruction. Per Senate Bill 1383 (SB 1383), the City must track and record-keep projects occurring within City-limits.

TYPES OF C&D DEBRIS

C&D debris are classified as any material generated from a construction and demolition project. This includes but is not limited to concrete, wood, metal, masonry, pipe, rocks/dirt, cardboard, landscape waste, plastic, etc.

HAULING PROJECT DEBRIS

The City of Brea has a franchise waste hauling agreement with Republic Services to haul debris for all commercial and residential customers. Contact Republic Services at (714) 238-2444 to order a container and set up services for your project.



It is preferred that applicants utilize Republic Services, but the City does allow self hauling as long as the applicant/contractor uses their own company vehicles, equipment, and employees to haul C&D debris from a project. Third party containers are NOT allowed on job sites per City Ordinance No. 990.

STATEMENT OF UNDERSTANDING AND AGREEMENT

I acknowledge and agree to the waste management requirements listed above and hereby certify that I will recycle as much project debris as possible to ensure minimal materials are landfilled. I understand that any third party bins used is in direct violation of the City's Ordinance and Waste Hauling Franchise Agreement and such containers will be impounded at the owner's expense. Non-compliance may result in the City withholding final approval/inspection of my project and may also result in a \$1,000 fine.

BY SIGNING BELOW, I HEREBY CONSENT THAT I UNDERSTAND THE MATTERS AS DESCRIBED ABOVE AND AGREE TO THE TERMS. I HEREBY FURTHER REPRESENT THAT I HAVE AUTHORITY TO BIND MY BUSINESS BY SIGNING ON ITS BEHALF.

Applicant Name (printed): _____

Applicant Signature: _____

Date: _____





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CONSTRUCTION & DEMOLITION (C&D) WASTE MANAGEMENT

*****PRIOR TO INITIAL PERMIT ISSUANCE, AS WELL AS SCHEDULING A FINAL INSPECTION, APPLICANTS MUST SUBMIT THEIR PROJECT INTO THE CITY OF BREA - GREEN HALO PORTAL.*****



Green Halo Systems - Quick User Guide for Project Submittal:

1. Go to the Green Halo portal at <https://brea.wastetracking.com/> and either log in or create an account. If a new account is created, it will need to be activated via the email link automatically sent by Green Halo to your email.
2. Go into your Green Halo account and add a New or Another Project. Provide all Project Information and estimated quantities of materials that will be recycled, reused, and disposed.
3. Select your Hauling Method of how you will be removing your debris.
4. Identify and select one or more facilities you intend to use from the Authorized Facilities List.
5. Select "Submit Project for Approval" in Green Halo. The approval is required before permit issuance.
6. Upload weight tickets directly to the Green Halo Systems web portal throughout the duration of the project.
7. At the end of the project, when you have uploaded all tickets, select "Submit For Final" in Green Halo for review and approval of the Compliance Report. This approval is required before the final building inspection and Certificate of Occupancy.
8. Once your project is given the Final Approval from the City of Brea, you can schedule a final inspection with the City of Brea - Building & Safety Division at (714) 990- 7668. Go to the Green Halo portal at <https://brea.wastetracking.com/> and either log in or create an account. If a new account is created, it will need to be activated via the email link automatically sent by Green Halo to your email.

To visit the City of Brea
- Green Halo Portal:

▽ SCAN ME ▽



To visit the City of Brea - C&D webpage
& Green Halo Step-by-Step instructions:

▽ SCAN ME ▽



RECYCLING REQUIREMENTS

Construction and Demolition (C&D) waste represents a significant part of the solid waste stream. Most C&D material can be reused or recycled, conserving natural resources, and saving valuable landfill space.

To recover recyclable C&D material as mandated by the state of California, per California Green Building Standard Codes (CALGreen), the City adopted the Municipal Code for Construction and Demolition Waste Management Ordinance (Title 8 Chapter 8.29). CALGreen and City Code requires that demolition and construction projects divert at least 65% of waste through recycling, salvage, or deconstruction.

When a permit is requested, a C&D Waste Management Plan and Compliance Report must be submitted through Green Halo to meet the 65% diversion requirement and ensure compliance with all State legislature (CALGreen & SB 1383).

HAULING PROJECT DEBRIS



The City of Brea has a franchise waste hauling agreement with Republic Services to haul debris for all commercial and residential customers. Contact Republic Services at (714) 238-2444 to order a container and set up services for your project.

It is preferred that applicants utilize Republic Services, but the City does allow self hauling as long as the applicant/contractor uses their own company vehicles, equipment, and employees to haul C&D debris from a project. The Waste Management plan on Green Halo includes a list of authorized facilities that the self hauler must use to dispose of any project debris. Third party containers will not be allowed on job sites per City Ordinance No. 990.

TYPES OF C&D DEBRIS

C&D debris are classified as any material generated from a construction and demolition project. This includes, but is not limited to: Concrete, wood, metal, masonry, pipe, rocks/dirt, cardboard, landscape waste, plastic, etc.

If you are having difficulty proceeding through the Green Halo portal or have inquiries, please contact the Public Works Department at the City of Brea at (714) 990-7691 or email recyclebrea@cityofbrea.net.

If a page in Green Halo is malfunctioning or you are experiencing other issues with the website, please contact Green Halo customer service at 1 (888) 525-1301.

