

## ***Permit Issuance Requirements***

The following is a list of items that will be required by Permit Center staff at the time your permit is issued.

### ***When a permit is taken out by....***

#### **A Licensed Contractor**

- Contractor's State License Pocket Card
- Workers' Compensation Insurance Certificate *(in the event insurance cannot be verified by the Contractor's State License Board.)*
- Current City of Livermore Business License
- Permit Fees

#### **The Property Owner**

- City of Livermore Owner/Builder Declaration *(completed and signed by the owner of the property)*

#### **An Agent for the Property Owner**

- City of Livermore Owner/Builder Declaration Form *(completed and signed by the owner of the property)her agent, and,*
- City of Livermore Agent Authorization form *(completed and signed by the owner of the property)*

Some projects require additional information prior to issuance of the permit. If you are not sure of the requirements, you can ask one of our Permit Center staff, which, if any, will be required for your project:

- Health Department Approved Plans *(2 sets)*
- Special Inspection Meeting

Updated 7/30/15