

FORM

DS-345

May 2023

Project Contacts Information

This form must be completed for all construction permits/approvals before permit issuance. The applicant is responsible for notifying the City of San Diego of any changes.

1. Project Address/Location (Including building or suite no.):

Project Number:

2. Property Owner Name:

Email:

Address:

City:

State:

Zip Code:

Phone:

3. Permit Holder

The permit holder is the property owner, person, or entity that is granted authority by the property owner to be responsible for scheduling inspections, receiving notices of failed inspections, permit expirations, or revocation hearings, and who has the right to cancel the approval (in addition to the property owner). San Diego Municipal Code [§113.0103](#)

Name:

Email:

Address:

City:

State:

Zip Code:

Phone:

4. Inspection Contact (To schedule inspections online, Inspection Contact must have a Development Services account; Register [here](#).)

Name:

Email:

Address:

City:

State:

Zip Code:

Phone:

****For Contractor or Authorized Agent Use Only****

Only the contractor or authorized agent shall fill and sign this section.

5. Contractor Name:

Email

Address:

City:

State:

Zip Code:

Phone:

State License No.:

License Class:

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 effect.

Print Name:

Date:

Contractor Signature or authorized agent:

Visit sandiego.gov/dsd.

Upon request, this information is available in alternative formats for persons with disabilities.

DS-345 (05-23)

6. Worker’s Compensation Declaration:

Required per California State Law, Health & Safety Code Section 19825-29

WARNING: FAILURE TO SECURE WORKERS’ 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 hereby affirm under penalty of perjury one of the following declarations:

I have and will continue to maintain a certificate of consent to self-insure for workers’ compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued **OR** will maintain workers’ compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

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 workers’ compensation laws of California and agree that if I should become subject to the workers’ compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Print Name:

Date:

Contractor, Property Owner, or authorized agent signature:

****For Property Owner or Authorized Agent Use Only****
Only the property owner or the property owner’s authorized agent shall fill and sign this section. **A separate Owner-Builder Verification form (DS-3042) must also be signed by the owner.**

7. Owner-Builder Declaration (Required per California State Law, Health & Safety Code Section 19825-29.)

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 Contractor’s 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).

A. I, as the owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the 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 the 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).

B. I, as the owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 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 contracts for such projects with the contractor(s) licensed pursuant to the Contractor’s License Law).

C. I am exempt from licensure under the Contractors’ State License Law for the following reason:

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 an 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 <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Print Name:

Date:

Owner Signature or Authorized Agent:

Visit sandiego.gov/dsd.

Upon request, this information is available in alternative formats for persons with disabilities.