

**Building and Safety  
Permit Service Center**

When the Permit Application and the Owner-Builder Declaration on the back of the Application have been executed by a person other than the property owner, the Authorization of Agent form shall be completed by the property owner and returned to the Permit Service Center at permit issuance.

Note: A copy of the owner's driver's license, state issued identification card, passport, or form notarization is required to be presented when the permit is issued to verify the property owner's signature.

**Building and Safety**  
1947 Center St. 3<sup>rd</sup> floor  
Berkeley, CA 94704  
510-981-7440 TTY 6903  
[buildingandsafety@cityofberkeley.info](mailto:buildingandsafety@cityofberkeley.info)

# AUTHORIZATION OF AGENT

## To Act on Property Owner's Behalf

**Project Information**

Permit #:

Address:

Description  
of Work:

**Owner Information**

Name:

Phone:

Address:

City/ST/zip:

Email:

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person to act as my agent, to apply for, sign and file the documents necessary to obtain an Owner-Builder Permit for my project:

**Authorized Agent**

Name:

Phone:

Address:

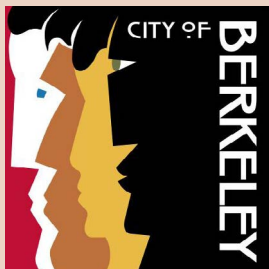
City/ST/zip:

Email:

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Owner's Signature

Date



**Building and Safety  
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All plans and supporting documents must be submitted in electronic format as unsecured, flattened PDF(s) with embedded fonts. Minimum 11"x17" sheet size.

The valuation used in computing the building permit fee shall include the total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. BMC Section 19.28.20.

California Licensed General, Electrical, Mechanical, and Plumbing Contractors are required to have a City of Berkeley Business License and must provide Worker's Compensation Carrier and Policy Number prior to or at the time of permit issuance.

**Permit Service Center**  
1947 Center St. 3<sup>rd</sup> floor  
Berkeley, CA 94704  
510-981-7500 TTY 6903  
[permits@cityofberkeley.info](mailto:permits@cityofberkeley.info)

# PERMIT APPLICATION

## Building - Electrical - Mechanical - Plumbing - Sign

**Project Information**

Permit #:

Address:

Valuation:

APN:

**Parcel Conditions**

|             |   |   |   |                   |                     |
|-------------|---|---|---|-------------------|---------------------|
| Fire Zone:  | 1 | 2 | 3 | Landslide Area    | Alquist Priolo      |
| Flood Zone: | A | B | C | Liquefaction Zone | Creek on the Parcel |

**Project Specific Information**

Occupancy:    Single-Family/Duplex/ADU    Multi-Family    Commercial/Industrial

Work Type:    New    Addition    Alteration    Demolition    Sign

Other:

Permit(s):    Building    Electrical    Mechanical    Plumbing

Description of Work:

Work in the public right of way is required:    Yes    No

|          | Construction Type | Occupancy Class | Square Footage | No. of Stories | No. of Residential Units | No. of Bedrooms |
|----------|-------------------|-----------------|----------------|----------------|--------------------------|-----------------|
| Existing |                   |                 |                |                |                          |                 |
| Proposed |                   |                 |                |                |                          |                 |

Residential Rental Units:    Yes    No    Is tenant relocation required?    Yes    No

**Applicant Information**

Owner    Agent    Contractor    Design Professional

Name:    Phone #:

Company:    Bus Lic #:

State Lic #:    Lic Class:

Address:    City, Zip:

Email:

**Owner Information**

Name:    Phone:

Address:    City/ST/zip:

Email:

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**Project Information**

Permit #:

Address:

**Mechanical Permit Fees (Minimum \$127.00)**

| Qty                                     | Fee Item  | Fee      |
|---|---|----------|
| Minimum Mechanical Permit Fee includes: |   |          |
| 1                                       | • Mechanical Filing Fee                                   | \$22.00  |
| 1                                       | • Mechanical Minimum Permit Fee                           | \$100.00 |
| 1                                       | • Mechanical Technology Fee                               | 5%       |
|   | Air Handling Equipment <i>Up to 10,000CFM</i>             | \$26.30  |
|   | Air Handling Equipment <i>Over 10,000 CFM</i>             | \$39.30  |
|   | Boilers and Equipment <sup>2</sup> <i>Up to 100 kBTU</i>  | \$39.90  |
|   | Boilers and Equipment <sup>2</sup> <i>100 - 500 kBTU</i>  | \$54.00  |
|   | Boilers and Equipment <sup>2</sup> <i>Over 500 kBTU</i>   | \$129.00 |
|   | Central Heating <sup>2</sup> <i>Up to 100 kBTU</i>        | \$39.70  |
|   | Central Heating <sup>2</sup> <i>100 - 500 kBTU</i>        | \$54.00  |
|   | Central Heating <sup>2</sup> <i>Over 500 kBTU</i>         | \$129.00 |
|   | Ducts, Fans, Registers, Dampers                           | \$11.90  |
|   | Gas Appliances (1-2)                                      | \$13.00  |
|   | Gas Appliances (3+)                                       | \$12.00  |
|   | Gas Pipe Outlets <sup>1,3</sup>                           | \$5.60   |
|   | Gas Piping Extension, Alteration or Repair <sup>1,3</sup> | \$12.20  |
|   | Gas Pressure Test <sup>1</sup>                            | \$14.10  |
|   | Gas Meters <sup>1,3</sup> <i>New or Changed</i>           | \$13.10  |
|   | Hoods Commercial <sup>2</sup> <i>Type I</i>               | \$129.00 |
|   | Hoods Commercial <sup>2</sup> <i>Type II</i>              | \$79.70  |
|   | Hoods Residential <sup>2</sup>                            | \$11.80  |
|   | Permit Extension  | \$57.00  |
|   | Pre-fab. Fireplaces <sup>2</sup>                          | \$79.70  |
|   | Vent, Flue, Chimney                                       | \$13.10  |

1. Do not duplicate fees for gas work on mechanical and plumbing fee schedules

2. Includes attached ducts, flues, vents, registers, and associated electrical, except a new circuit run from panel

3. Includes Pressure Test

**Electrical Permit Fees (Minimum \$127.00)**

| Qty                                     | Fee Item  | Fee      |
|---|---|----------|
| Minimum Electrical Permit Fee includes: |   |          |
| 1                                       | • Electrical Filing Fee                             | \$22.00  |
| 1                                       | • Electrical Minimum Fee                            | \$100.00 |
| 1                                       | • Electrical Technology Fee                         | 5%       |
|   | <b>A. New Residential Buildings &amp; Additions</b> |          |
|   | • Includes Device Outlets                           | \$15.00  |
|   | • Per 100 Sq Ft - Enter Total Sq Ft                 |          |
|   | <b>B. Non-Residential Electrical Permit</b>         |          |
|   | • \$100,000 min valuation of electrical work        | 1%       |
|   | • Includes all itemized fees list below             |          |
|   | • Enter total valuation of work                     |          |
|   | <b>C. Itemized Fees:</b>                            |          |
|   | Altering/Changing Wiring                            | \$26.10  |
|   | Branch Circuits                                     | \$4.70   |
|   | Device Outlets <i>Receptacle, Switch, Light</i>     | \$2.70   |
|   | Electrical Meters <i>New or Changed</i>             | \$7.20   |
|   | Electrical Permit Extension                         | \$57.00  |
|   | Electrical Vehicle Charging Station                 | \$15.90  |
|   | Festoon Lighting                                    | \$10.00  |
|   | Fixed Appliance Outlet                              | \$11.10  |
|   | Generators - up to 10KV <i>Total KV</i>             | \$7.20   |
|   | Generators - over 10KV <i>Total KV</i>              | \$1.90   |
|   | Motors - up to 10 HP <i>Total HP</i>                | \$7.20   |
|   | Motors - over 10 HP <i>Total HP</i>                 | \$1.90   |
|   | PG&E Service Recheck                                | \$11.90  |
|   | Service - New or Changed <i>Total Amps</i>          | \$11.90  |
|   | Signs and Outline Lighting                          | \$26.50  |
|   | Solar Photovoltaic System                           | \$26.10  |
|   | Subpanel - New or Changed <i>Total Amps</i>         | \$11.90  |
|   | Temporary Power Pole                                | \$26.50  |
|   | Transformers - up to 10 KV <i>Total KV</i>          | \$4.80   |
|   | Transformers - over 10KV <i>Total KV</i>            | \$1.90   |
|   | X-Ray Capacitors                                    | \$26.50  |

**Plumbing Permit Fees (Minimum \$127.00)**

| Qty   | Fee Item  | Fee                    |
|---|---|------------------------|
|   | Minimum Plumbing Permit Fee includes:   |                        |
| 1   | • Plumbing Filing Fee   | \$22.00                |
| 1   | • Plumbing Minimum Permit Fee   | \$100.00               |
| 1   | • Plumbing Technology Fee   | 5%                     |
| <b>A. New Residential Buildings &amp; Additions</b> |   |                        |
|   | • Includes fixtures & interior water lines  | \$15.00                |
|   | • Per 100 Sq Ft - Enter total Sq Ft   |                        |
| <b>B. Itemized Fees:</b>                            |   |                        |
|   | Fixtures include sanitary drainage/venting  | \$12.20                |
|   | Gas Pipe Outlets <sup>1</sup>   | \$5.60                 |
|   | Gas Piping Extension/Alteration/Repair <sup>1</sup>                                   | \$12.20                |
|   | Gas Pressure Test Only <sup>1</sup>   | \$14.10                |
|   | Gas Meters New or Changed <sup>1</sup>  | 1 \$13.10<br>2+ \$9.10 |
|   | Graywater System<br><i>Single Family Dwelling, Duplex or ADU</i>                      | \$39.90                |
|   | Graywater System<br><i>All Other Occupancies</i>                                      | \$105.70               |
|   | Inside Rain Leader  | \$27.40                |
|   | Lawn Sprinkler System<br><i>Single-Family Dwelling, Duplex or ADU</i>                 | \$39.90                |
|   | Lawn Sprinkler System<br><i>Other Occupancies</i>                                     | \$105.70               |
|   | Nonpotable Rainwater Catchment System<br><i>Single-Family Dwelling, Duplex or ADU</i> | \$39.90                |
|   | Nonpotable Rainwater Catchment System<br><i>Other Occupancies</i>                     | \$105.70               |

| Qty                                  | Fee Item   | Fee                       |
|--------------------------------------|--|---------------------------|
| <b>B. Itemized Fees (continued):</b> |  |                           |
|                                      | Plumbing Permit Extension                            | \$57.00                   |
|                                      | Pressure Test <i>Water or Air</i>                    | \$14.40                   |
|                                      | Removal of Illicit Connections                       | \$12.20                   |
|                                      | Sanitary Sewer Lateral                               | \$34.00                   |
|                                      | Seismic Gas Shut-Off Valve                           | \$10.00                   |
|                                      | Seismic Gas Shut-Off Valve<br><i>2+ Group Permit</i> | \$50.00                   |
|                                      | Solar Water Heater                                   | \$12.20                   |
|                                      | Stand Pipe System                                    | \$129.10                  |
|                                      | Subsoil Storm Drainage Piping                        | \$34.00                   |
|                                      | Swimming Pool Filtration System                      | \$129.10                  |
|                                      | Water Heater   | \$12.20                   |
|                                      | Water Line <i>Total Outlets</i>                      | <26 \$24.90<br>26+ \$2.70 |
|                                      | Water Line <i>Hydronic Water Piping</i>              | \$24.90                   |
|                                      | Water Main <i>Total Outlets</i>                      | <26 \$24.90<br>26+ \$2.70 |
|                                      | Water Meters <i>New or Changed</i>                   | 1 \$14.40<br>2+ \$8.40ea  |
|                                      | Water Meters <i>Backflow Preventer</i>               | \$12.20                   |

1. Do not duplicate fees for gas work on mechanical and plumbing fee schedules

**Contractor Information for Electrical, Mechanical and Plumbing permits**

|          |         |            |              |          |             |
|----------|---------|------------|--------------|----------|-------------|
|          | General | Mechanical | Electrical   | Plumbing |             |
| Name:    |         |            | Phone:       |          | Bus Lic #:  |
| Company: |         |            | State Lic #: |          | Lic. Class: |
| Address: |         |            |              |          |             |
| Email:   |         |            |              |          |             |

|          |         |            |              |          |             |
|----------|---------|------------|--------------|----------|-------------|
|          | General | Mechanical | Electrical   | Plumbing |             |
| Name:    |         |            | Phone:       |          | Bus Lic #:  |
| Company: |         |            | State Lic #: |          | Lic. Class: |
| Address: |         |            |              |          |             |
| Email:   |         |            |              |          |             |