



Q: WHO CAN PULL A BUILDING PERMIT?

A:

- 1.A RESIDENTIAL PROPERTY OWNER; (Single Family Dwelling)
- 2.A STATE OF CALIFORNIA LICENSED CONTRACTOR; or
- 3.AN AGENT FOR A RESIDENTIAL PROPERTY OWNER/CONTRACTOR (with proper authorization)

A residential tenant of a Single Family Dwelling CANNOT pull a permit unless appropriately authorized as an agent for the property owner or contractor (see below)

The following are required to obtain a building permit in City of Glendale:

Residential Property Owners (Single Family Dwelling)

- 1.Proof of identification upon request (driver's license, state Issued ID card, Alien Registration Card or U.S. Passport – photo ID's only);
- 2.Proof of ownership if there has been a recent transfer of ownership (e.g. Grant Deed, Escrow Closing Statement);
- 3.Completed and signed 'Notice to Property Owner' form (refer to [Owner Builder Packet](#))

Trust – If the property is owned by a Trust, a copy of the trust paperwork showing the trustee or executor as an authorized signatory for the property. Corporation, LLC or Partnership – If the property is owned by a Corporation, LLC, or Partnership, you will need to provide a copy of the operating agreement or corporate paperwork from when the corporation was formed, which verifies the President, Vice-President, CEO, Partner, or Managing Member.

Agents acting on behalf of property owners shall provide the following additional documentation:

- 1.Completed 'Authorization of Agent to Act on Property Owner's Behalf' at the bottom of the 'Notice to Property Owner' form with notarized property owner signature.
- 2.Proof of identification for authorized agent. The name on the authorization form must match agent's identification.
3. [Special Power of Attorney form](#)

Contractors

- 1.Proof of identification upon request (driver's license, state issued ID card, Alien Registration Card or U.S. Passport – photo ID's only);
- 2.Current City of Glendale business license [APPLY](#)
- 3.Proof of current State of California Contractor's License & classification (pocket card);
- 4.Proof of valid Worker's Compensation Insurance.

Agents of contractors shall provide the following additional documentation:

1. Letter of Authorization on the contractor's letterhead authorizing a person (not a business) to pull the building permit.
2. Proof of identification for authorized agent. The name on the authorization letter must match agent's identification.

Q. What is Owner-Builder?

A.

Owner-builder is a person who owns the property and acts as their own general contractor on the job, and either does the work themselves or has employees (or subcontractors) working on the project.

The work site must be their principal place of residence that they have occupied for 12 months prior to completion of the work.

The homeowner cannot construct and then sell more than two structures during any three-year period.

For more information about Owner-Builders please refer to Business & Professions Code section **7044** and Contractors State License Board

https://www.cslb.ca.gov/Consumers/Know_Risks_Of_Owner_-_Builder/What_An_Owner_-_Builder_Is.aspx