



City of Long Beach
Department of Development Services
Building and Safety Bureau
**Eligibility to Obtain a Construction
Permit**

Information
Bulletin

BU-029

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Construction permits are issued for the construction, alteration, improvement, demolition, or repair of any building or structure to ensure that all work is performed to federal, state and local laws that govern construction. The requirements and responsibilities of an applicant to obtain a construction permit are detailed in the Long Beach Municipal Code (LBMC) §18.04.070. However, to assist the applicant and the Development Permit Center staff with expediting the permitting process, the following information summarizes who may obtain a construction permit:

A. Permits shall be issued to the following individuals:

1. A licensed contractor who provides a completed and signed Declaration stating that he/she is licensed in the State of California, has a current Contractor's State License Board license number, and has an active City of Long Beach Business License.
2. An owner who declares that:
 - a. None of the improvements are intended or offered for sale.
 - b. All of the work will be performed by the owner or any work not performed by the owner will be performed by the owner's employees with wages as their sole compensation.
3. An owner who declares that:
 - a. He/she will directly contract with contractors who are licensed for the respective trades involved in completing the project.
 - b. For projects involving single-family residential structures, no more than four of these structures are intended or offered for sale in a calendar year. This criteria shall not apply if the owner contracts with a general contractor for the construction.
4. A homeowner who declares that:
 - a. Improvements are being done to his/her principal place of residence or accessory structures.
 - b. The work is being performed prior to sale.
 - c. He/she has resided in the residence for the twelve (12)-months prior to completion of work.
 - d. The homeowner has used the above criteria only twice in three years.
5. An agent who:
 - a. Provides all the necessary and completed paperwork.
 - b. Provides a copy of the owner/contractor's driver license

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6. A responsible person who provides a completed and signed Declaration giving the basis for the alleged exemption from licensure under the California State Contractor's License Law (California Business and Professions Code, Chapter 9) and has an active City of Long Beach Business License.

- B. Workers' Compensation Insurance Verification. The Development Permit Center staff is required is required by the California Labor Code (§3800(a)) to verify workers' compensation insurance prior to issuing a permit. The Permittee shall sign a declaration under penalty of perjury verifying Workers' Compensation Coverage or exemption from coverage (California Health and Safety Code §19825).

- C. Responsibility. The Permittee, the Permittee's agent, employees, contractors, or subcontractors shall carry out the proposed work in accordance with the approved construction documents and with all provisions of LBMC, Title 18, or other ordinances of the City or laws and statutes of the State. No approval shall relieve or exonerate any person from the responsibility of complying with the provisions and intent of Title 18, Municipal Code or other ordinances of the City or laws and statutes of the State applicable thereto.

- D. Occasions can arise where permit extensions are warranted. If the holder of any permit issued by the Building and Safety Bureau presents satisfactory evidence that unusual construction difficulties has prevented work from being started or continued without being suspended, discontinued or abandoned or the work has not been inspected within the ninetieth (90th) day time period or completed within the two-year period of validity, the Building Official may grant extensions of time reasonably necessary because of such difficulties. The extension shall be requested in writing on a Permit Extension Request Form (Attachment 1) and justifiable cause is demonstrated pursuant to Long Beach Municipal Code §18.03.050.

For more information, please call the Development Permit Center at (562) 570-5237.



City of Long Beach
Department of Development Services
 333 West Ocean Blvd., 4th Floor
 Long Beach, CA 90802
 Phone: (562) 570-5237 Fax: (562) 570-6753
 Website: www.lbds.info

Permit Extension Request Form

Rev. 11.28.18 Please print clearly (or typewritten). All portions of application must be completed (where applicable).	Department Use Only Date Permit Issued: _____ Case #: _____ BFFS
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Information	Project Address:	Project #:(Plan Check/Permit)	Legal Description (Lot, Block, Tract, APN):					
	Petitioner's Name:	Owner's (or Officer's) Name:					Project Type: (Please check box) <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Change of Use	
	Address:	Address:						
	City, State, Zip:	City, State, Zip:						
	Phone: ()	Phone: ()						
	Email:	Email:						
Present Use:	Proposed Use:	Occupancy:	Occupant Load:	Type of Constr:	# of Stories:	# of Basements:	Building Height:	# of Res Units:

All applications shall be submitted along with a request letter. See back of form for additional information.

Request	To allow an extension of time until _____ in which to commence building or construction work in lieu of the ninety (90) days expiration limitation from the date such permit was issued or from the date the building or construction work was suspended or abandoned as required by Section 18.04.060.A of the Long Beach Municipal Code. <small style="margin-left: 100px;">specify a date</small>
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Provide justification for the claim of impracticality or hardship for the extension. Attach supporting documentation to substantiate claims of hardship.

Justification	
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Signature (see instruction on back of application) *Print Name* *Title/Position* *Date*

This document is available in an alternative format by request to (562) 570-3807. For an electronic version of this document, visit our website at www.lbds.info.

INSTRUCTION AND INFORMATION

If the holder of any permit issued by the Building and Safety Bureau presents satisfactory evidence that unusual construction difficulties has prevented work from being started or continued without being suspended, discontinued or abandoned or the work has not been inspected within the ninetieth (90th) day time period or completed within the two-year period of validity, the Building Official may grant extensions of time reasonably necessary because of such difficulties. (LBMC §18.04.060.A).

APPLICATION

Applications must be completed (and typewritten whenever possible) by the petitioner (which may be the building owner or company officer, architect, engineer, etc) and signed by the building owner or company officer. **Where multiple projects exist, separate applications must be submitted for each project.**

MAKING THE REQUEST

The request portion of the application form contains a clear statement of the issue that the Building Official is requested to address. Please indicate the date to commence building or construction work (not to exceed ninety (90) days from the date permit was issued or from the date the building or construction work was suspended or abandoned.

JUSTIFICATION OR FINDING OF EQUIVALENCY

The justification portion of the application form must state the basis for the request. In addition, **all applications shall have a letter attached** describing the scope of the project, substantiating the claim of impracticality or hardship, and elaborating on the reason and justification for the granting of the request. The Department must receive satisfactory evidence that unusual construction difficulties exist that prevented the applicant from commencing or completing the construction work prior to the expiration of the permit or prior to being suspended, discontinued, or abandoned for a continuous period of ninety (90) days. The request letter shall be addressed to:

Building Official
Department of Development Services
333 W. Ocean Blvd., 4th Floor
Long Beach, CA 90802

PROCESSING TIME AND DEADLINES

Applications may be submitted for consideration at any time during the construction process. Request will be reviewed on a first come first served basis. Most applications will be processed **within 4 weeks** of the initial submittal date with a written response returned at the culmination of the review process. Where additional information or clarification will be necessary for the review, staff will contact applicants.

FEES

The initial **non-refundable filing fee** to review the application is set forth in the schedule of fees and charges established by City Council resolution. This fee must be collected and paid with all applications requesting action by the Building Official.