

Fax/E-mail Permit Program

City of Hayward Development Services Department

2016 Update

Applications will be accepted for the following activities:

- ❖ Minor Plumbing, Mechanical or Electrical Work
- ❖ Furnace and HVAC with units of equal or less BTU ratings
- ❖ Repairing or Replacing Gas or Water Lines
- ❖ Replacing a Water Heater with units of equal or less BTU ratings
- ❖ Re-roofing Work without adding significant additional weight to roof, i.e., concrete tile replacing comp shingles (request must state type of roof covering, whether removing, replacing or overlay, and indicate pitch of roof)
- ❖ Termite Work (must provide report)
- ❖ Windows (request must state how many windows, the type of window, and if the work is retrofit or replacement)

In order to utilize this service, you must fill out a form authorizing the City to charge your credit card for payment of permit fees. Corporate or personal cards will be accepted, and you may designate up to four persons who are authorized to sign an application. Applications will be reviewed and approved within 24 hours of the time received.

For information about this service, or if you want a fax packet sent to you, please call (510) 583-4005 or fax your request to (510) 583-5544.

PROCEDURES FOR FAXED PERMIT APPLICATIONS (FAX NUMBER 510-583-3642)

1. ALL information on application form must be filled out completely or application will not be accepted.
2. All declarations, including contractor's license, and affirmation to comply with ordinances and laws, must be signed.
3. Contractor must sign the authorized forms where applicable.
4. Contractor must make sure that faxed copy of permit is taken to job site until the original is received by mail. Otherwise, the contractor will not have proof that a permit has been issued.
5. Please remember, a faxed permit application **is not a permit!!** The contractor will have a valid permit whenever a faxed or emailed copy of the permit is received back at their office.
6. If you have not received a faxed permit within twenty four hours of the time that you faxed in your application, please call us at (510) 583-4005.
7. If you encounter mechanical difficulties in trying to fax your application, please call 510-583-4005 for email option.

CITY OF HAYWARD

BUILDING DIVISION

**FAX TRANSMITTAL FORM
FAX NUMBER (510) 583-3642**

DATE: _____

TO: _____

ORGANIZATION: _____

FAX NUMBER: _____

FROM: _____

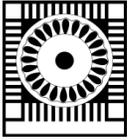
DEPARTMENT: _____

TELEPHONE NO.: _____

Number of pages including this cover: _____

COMMENTS:

CITY OF HAYWARD



FAX PERMIT APPLICATION

Development Services Department

777 B St. Hayward, CA 94541-5007

(510) 583-4140 FAX (510) 583-3642

Application No. _____

Date Received _____

Office Use Only- Processed By _____

Project Address: _____

Project Description (Provide Exact Details & Unit Numbers):

Processed Permit Faxed or E-mailed

Yes No

Contractor Please Check One

Project Valuation: (This is fair market value of materials and labor): \$ _____

Owner Name: _____ Phone: _____ Email: _____

Owner Address: _____

Contractor Name: _____

Email: _____ Phone: _____ Fax: _____

Contractor Address: _____

Contractor State License: _____ Contractor City Business License: _____

Credit Card: _____ Expiration date: _____

ELECTRICAL	No.	BUILDING	No.	MECHANICAL	No.
1 to 20 AMP CIRCUIT		TYPE OF ROOF		A/C EQUIP TO 100,000 BTU	
30 to 70 AMP CIRCUIT		NO. OF SQUARES		A/C EQUIP TO 1,000,000 BTU	
100 AMP CIRCUIT		TERMITE PERMIT		FURNACE TO 100K BTU	
Additional Outlets to Existing Circuits		NO. OF WINDOWS		WALL HEATER	
LIGHT FIXTURES		PLUMBING		HEAT/AIR COND. UNIT	
OUTLETS		GAS TEST		KITCHEN,BATH, VENT SYSTEM	
SWITCHES		GAS PIPING		REG, DIFF, GRILL	
Services		WATER HEATER		GAS PIPING	
FIRST 100 AMPS		WATER PIPING			
ADD 100 AMPS OR FRACTION		SEWER LATERAL ON-SITE			
METER RELEASE					

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.

License Class: _____ License No. _____

Expiration Date: _____

Signature of Contractor _____

Date _____

WORKERS' COMPENSATION

I hereby affirm under penalty of perjury one of the following:

I have and will maintain a certificate for worker's 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 the permit is issued.

Carrier: _____ Policy #: _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in the manner so as to become subject to the worker's 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 comply with those provisions

BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Print Name of Contractor/Agent _____

Signature of Contractor or Authorized Agent _____

Date _____

**DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

COMPANY

The undersigned gives the City of Hayward, Development Services Department, permission to accept a facsimile of my signature on a faxed permit application in lieu of my in person signature at your office. I hereby certify that I will comply with any and all declarations and agreements on the faxed permit application that bears my signature. The following employees have my permission to use my credit card to obtain permits in the name of my company:

COMPANY NAME

ADDRESS

CITY, STATE, ZIPCODE

PHONE NUMBER/FAX NUMBER

CARDHOLDER

EXPIRATION DATE

VISA OR MASTERCARD

NUMBER

VISA OR MASTERCARD

NUMBER

AUTHORIZED USERS

PRINT NAME

SIGNATURE



CERTIFICATE OF COMPLIANCE

CF-1R-ALT

City of Hayward Simplified Residential Certificate of Compliance for alterations and additions 700ft² or less that DO NOT require HERS field verification

Revised: 11-4-15
Created: 11-10-14

Complete both portions (CF1R-ADD and CF1R-ALT) if project contains both addition and alteration

TITLE 24 ENERGY REQUIREMENTS for ALTERATION: (use reverse side for ADDITION)

The below-mentioned requirements apply to all altered components of an existing conditioned space.

Check all applicable energy features below and sign the declaration statement.

___ **WALLS:** (circle one) R-19 for existing 2x6's; R-13 for existing 2x4's; R-11 if already installed

___ **ROOF:** R-30; ___ **RADIANT BARRIER:** if there is an attic

___ **ROOF:** R-19 if restricted by framing

___ **FLOOR:** R-19

___ **WINDOWS:** 0.32 maximum U

___ **SKYLIGHTS:** 0.55 maximum U / 0.30 maximum SHGC & up to 16 ft²

___ **TUBULAR SKYLIGHTS:** any U / SHGC up to 3 ft²

Newly proposed fenestration area including skylights: _____ ft² shall not exceed 75 ft²

___ **HVAC DUCTS:** check if extending ≤ 40 feet of new R-6 ducts and utilizing the existing HVAC

(this form CANNOT be used for new HVAC systems and/or adding greater than 40LF of ducts which will require HERS verification and registration)

___ **WATER HEATER:** One allowed type per single-family dwelling; (circle one below)

Storage type ≤ 75 kbtuh rated input, ≥ 0.60 EF, and ≤ 60 gallon storage capacity;

Tankless type ≤ 200 kbtuh rated input and ≥ 0.83 EF

(this form CANNOT be used with any other water heater type, multiple heaters, and/or recirculation)

APPLICANT'S DECLARATION STATEMENT

Project Address _____

Applicant Name / Phone Number _____

Signature / Date _____

- I certify the following under penalty of perjury, under the laws of the State of California:
- The information provided on this page is true and correct.
- I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this page.
- That the energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this page conforms to the requirements of Title 24, part 1 and part 6 of the California Code of Regulations.
- The building design features or system design features identified on this page are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.
- I am responsible for the proposed project to comply with all applicable Mandatory Measures per sections 110 and 150 of the Building Energy Efficiency Standard not listed here.
- I understand that all applicable prescriptive features listed on this form and mandatory measures will be verified in field. Additionally CF2Rs (Installation Certificates) will be completed by the qualified installer(s) prior to final inspection.