



**Planning and Building Department**  
250 Frank H. Ogawa Plaza  
2nd Floor, Suite 2114  
Oakland, CA 94612

Bureau of Building (510) 238-3891  
Permit Center FAX: (510) 238-2959  
[www.oaklandca.gov](http://www.oaklandca.gov) TDD: (510) 238-3254

## OBTAINING A PERMIT

In addition to submitting all appropriate plans, permit application forms, accessibility worksheet, Code Enforcement Routing Slip and obtaining zoning approval or permits/approvals from other departments, the following also need to be provided in order to obtain a permit:

### Contractors

Contractors need the following when obtaining a permit:

- ✓ A current State Contractor's License in a classification that is appropriate for the type of work that the contractor will be performing.
- ✓ A current City Business License (If you need to obtain a license, the City Business License Office (510) 238-3704 is on the first floor of 250 Frank H. Ogawa Plaza). All business licenses expire on December 31<sup>st</sup> of each year.
- ✓ All employees that are obtaining permits need to be authorized by the contractor to do so. This can be done by either of two ways. The first is to have the contractor add their name to our agent list for the company. The second way is for the employee to present an authorization letter to the permit center each time they obtain a permit. Both authorization methods must be in writing, must be signed by the contractor, and must be on the contractor's letterhead.

Note: *Contractors are required to update their contractor's license information with the Contractor's State License Board when ever there is a change. It is also the responsibility of the contractor to obtain and maintain a valid Certificate of Workers' Compensation Insurance as required by state law.*

### Owners

When obtaining a permit, an owner must provide the following:

- ✓ Proof of ownership by way of a recent property tax statement or a grant deed - **Originals only.**
- ✓ If hiring someone to assist with the work, we require Workers' Compensation Insurance. (Note: Check with your homeowner's insurance broker)
- ✓ All agents for owners must have a current (within 180 days) notarized written authorization form from the owner. This form can be found on our Planning & Building Department page of our City of Oakland web page at [www.oaklandnet.com](http://www.oaklandnet.com)