



## **Building Online Permits Terms and Conditions of Use Acknowledgement**

I, the undersigned Licensed Contractor, hereby acknowledge the following Terms and Conditions of Use and agree to them:

*The Building online permitting services provided through the City's Online Citizen Access Portal are provided by the City to the Licensed Contractor under the following terms and conditions:*

- *The scope of the permitted work will be limited to that which is available on each of the permit types. The contractor must obtain a permit in person if the scope of work differs from the specific types allowed under the permit types.*
- *The contractor must be appropriately licensed under California's Contractors State License Board ([CSLB](#)) and must be active and in good standing at all times. The license class must be appropriate for the scope of work. Please refer to the CSLB for appropriate license classifications.*
- *The contractor must maintain a valid City of Concord Business license for the duration of his or her permits.*
- *The permit issued does not authorize any work to be conducted in the public right-of-way. A separate encroachment permit is required by the Current Engineering Division for such work. Please contact the Current Engineering Division at 925-671-3425 or [engrapplcations@cityofconcord.org](mailto:engrapplcations@cityofconcord.org) for further information.*
- *Currently the only online payment method is through a Trust Account. Initial funds from the contractor will be deposited to the Trust Account for use by the contractor to pay for the online permit. As the contractor utilizes the Trust Account funds for his or her various permits, additional funds will need to be deposited by the contractor. Contractor agrees to maintain sufficient funds in the Trust Account. A [Trust Account Agreement](#) must be entered into by the contractor to set up the trust account.*
- *The contractor must upload a current [Contractor Declaration](#) for each and every permit per Health and Safety Code.*
- *Where the scope of work for the permit is deemed to be a "covered project" under the provisions of Title 8, Article III ([Construction and Demolition Waste Recycling](#)), commencing with Section 8.20.330, then the contractor must utilize the City's [Concord.WasteTracking.com](#) system (by Green Halo Systems) for all C and D Waste Management reporting to the City. The service is free to contractors. Contractors may*

*pay for additional Green Halo service offerings if they chose to. The additional services are not necessary for a contractor to create a project account and upload tickets into Green Halo and submit the final Waste Management Program to the City at time of final of the project. Pleas refer to the following guidelines to set up an account on Green Halo. Final Waste Management Reports for “covered projects” must be submitted to the City within 30 days of the final of the permit to avoid forfeiture of the C & D Security Deposit.*

- Refunds of C and D Waste Management security deposits will be refunded to the contractor’s trust account.*
- The current online permitting process will generate an issued permit. The contractor will be notified by email when the permit has been issued. Contractor may utilize the Online Citizen Access Portal to monitor the permit status and history and results of inspections throughout the permit history. During the contractor’s online session to create the permit the contractor will be required to print the permit during the last step in the process. The printed permit card must be on site before any inspections are requested.*
- The contractor must provide an email address and phone number associated with their account that can be used by the City to communicate with the contractor on the status of their permit.*
- If the contractor provides the user name and password of their Public User Account to their agent(s), the actions by the agent(s) will be deemed by the City to represent actions approved by the Licensed Contractor.*
- Where the scope of work requires Title 24 Energy documentation (such as CF-1R documentation for reroofing, water heaters, and HVAC related work) the contractor shall provide such documentation to the City inspector during the first inspection.*

\_\_\_\_\_  
Contractor’s Name (printed)

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Contractor’s Signature

\_\_\_\_\_  
Date