Contra Costa County ePermits Center User Agreement

Please complete and sign this Agreement, and submit the Agreement and a copy of the applicant's valid California Driver's License or Identification card to the Conservation and Development Department by one of the following methods:

1.) E-mail a scanned copy of the completed, signed agreement and copy of Driver's License or ID to permits@dcd.cccounty.us
2.) Fax a copy of the completed, signed agreement and copy of Driver's License or ID to (925) 674-7244
3.) Mail or deliver the original completed, signed Agreement and copy of Driver's License or ID to **Application & Permit Center, 30 Muir Road, Martinez, CA 94553 Attn: ePermits Registration**.
OFFICE HOURS: Monday-Thursday, 7:30am-5:00pm, Friday, 7:30am-4:00pm, PHONE: (925) 674-7200

Applicant's Name: _____

Driver's License/ID No: _____ Expiration Date: _____

Address: _____

City, State, Zip: _____

Phone with area code: _____

Email Address: _____

If you are registering for the ePermits Center, the email address listed above will be your 'Authorized Email Address'.

Owner-Builder / Applicant Agreement

In addition to in-person permitting and application processing, electronically submitting building permit applications, paying related fees, and issuing permits electronically ("Electronic Permit Service") is available in Contra Costa County.

Place a check next to the option(s) for which you would like to register. To register for one of the permitting options below you must provide an 'Authorized Email Address' (above).

☐ I am applying for a Home Occupation permit. I ☐ Rent ☐ Own the property for the Home Occupation permit.
If you are not the owner of the property, you must also have the property owner sign this agreement.

Detailed Description of Home Occupation permit: _____

_____

☐ I am applying as an Owner-Builder for a Building Permit(s). I agree to complete, sign and submit the Owner-Builder Permit Addendum and Authorization of Agent forms for each building permit I apply for.

By submitting this agreement, I, the undersigned applicant, agree to the following terms and conditions of the Electronic Permit Service described herein.

1. Indemnification. I agree to indemnify and hold harmless Contra Costa County, its officers, employees, and agents ("County"), from and against any and all claims, demands, actions, and damages resulting from operations under any permit issued using the Electronic Permit Service, regardless of negligence of the County, and to assume the defense of the County against all such claims, demands, actions, and damages.

2. Modification and Termination of Service. At any time, County or applicant, at its sole discretion, may discontinue its use of the Electronic Permit Service. At any time, County, at its sole discretion, also may terminate the undersigned applicant's account and require the applicant to submit all future building permit applications in person or by mail. County shall not be liable to the undersigned applicant or any third party for any modification to or discontinuance of the Electronic Permit Service. Upon termination of the undersigned applicant's account, all information retained in that account will be deleted.

3. Applicant Conduct. The undersigned applicant shall comply with this Agreement and all local, state, and federal laws and regulations while using the Electronic Permit Service. The undersigned applicant shall not: (a) interfere with the use and enjoyment of the Electronic Permit Service by other users; (b) impersonate any person or entity or misrepresent its affiliation with a person or entity; (c) permit any third-party to access the applicant's Electronic Permit Service account

using the applicant's id(s) and password(s). The applicant shall notify County immediately upon determining that the applicant's account was accessed by a third-party.

4. Owner-Builder Permit Addendum. Applicant shall complete and submit to County an Owner Builder Addendum for each building permit for which an application is submitted.

☐ **I understand that my actions to submit building permit or planning applications through the ePermits Center will serve as my electronic signature on the application(s) as provided for under California Civil Code 1633.1-1633.17-Electronic Transactions.**

Under penalty of perjury under the laws of the State of California, I declare that I have read the foregoing document and that the facts stated in it are true. Additionally, I agree to the terms and conditions of the ePermits Center.

Signature of Owner-Builder/Applicant _____ **Date** _____

Signature of Property Owner
For Home Occupation Permit _____ **Date** _____