

**CITY OF SALINAS  
DEVELOPMENT & PERMIT SERVICES DEPARTMENT**

**PROCEDURES FOR FAXED PERMIT APPLICATIONS  
(831) 758-7251                      FAX (831) 758-7938**

1. **ALL** information on application form must be filled out completely or application cannot be accepted.
2. All declarations, including contractors license, workman's compensation insurance and affirmation to comply with ordinances and laws, must be signed.
3. Contractor must provide our department with a separate letter on the contractor's letterhead stating the following:

**"The undersigned gives the City of Salinas Building Inspection Division 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 bear my signature."**

**The following employee(s) have my permission to use my credit card to obtain permits in the name of my company:**


**Contractor's Name (Printed)**

**Contractor's signature**

4. Contractor must fax us a copy of their valid Certificate of Workman's Compensation Insurance each time they fax us a permit application. No certificates are kept on file.
5. Faxed permit application will be accepted for the following permits:
  - a. Replacement of hot water heaters
  - b. Replacement of electrical services up to and including 200 amps
  - c. Replacement of wall furnaces of HVAC units of equal or less BTU ratings
  - d. Installation of lawn sprinkler systems
  - e. Re-roofing (without adding significant additional weight to roof, i.e., concrete tile replacing comp shingle. Must state type of covering, whether remove and replace or overlay and pitch of roof.)
  - f. Small electrical such as one circuit, etc.
  - g. Repair of gas, water or sewer lines
  - h. Payment of re-inspection fees

This list may be amended from time to time as needed.

6. 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.
7. **Please remember a faxed application for a permit is not a permit!** The contractor will have a valid permit whenever a faxed copy of the permit is received back at their office.
8. If you have not received a faxed permit within two hours of the time that you faxed your application in, please call us at (831) 758-7251.
9. If you encounter mechanical difficulties in trying to fax your application, please come to our office.
10. Please remember to circle the appropriate answer if you want the original copy of the permit mailed to you. Generally, the original will not be needed if only one or two inspection is need on a job.