



CITY OF ROHNERT PARK
130 AVRAM AVENUE ROHNERT PARK CA 94928
WWW.RPCITY.ORG

Instructions, Conditions and Requirements to Obtain an Account for Electronic Issuance of Building Permits

All Applicants must complete a registration process with the City of Rohnert Park Development Services Department Building Division prior to being able to request online permits.

All Applicants must comply with all of the following requirements:

CONTRACTORS ONLY

- A copy of your recent Contractor's License shall be submitted with your application.
- You must maintain a valid Worker's Compensation Insurance, and provide recent proof of valid insurance.
- An Annual City of Rohnert Park License needs to be obtained prior to applying and getting a building permit issued. (A One Job Only application will not be accepted for online access)
 - Should the Worker's Compensation Insurance and/or Contractor's License or Rohnert Park City Business License be terminated, suspended, or revoked, then the Applicant shall immediately cease any and all work and notify the City of Rohnert Park Building Division.

ALL APPLICANTS

- Complete and sign the application for an account for electronic building permit issuance. Upon completion of the application, a password will be issued to the Applicant that shall only be used by the Applicant. Upon initial use of the password you will be prompted to change it for security purposes and then you'll be able to start utilizing the online-permitting system.

If you have any questions please contact the City of Rohnert Park, Development Services, Building Division at building@rpcity.org, 707-588-2240

CITY OF ROHNERT PARK DEVELOPMENT SERVICES

BUILDING DIVISION
130 AVRAM AVENUE ROHNERT PARK
CA 94928
building@rpcity.org 707-588-2240

Application for an Account for Electronic Building Permit Issuance

New Revised

Annual Business License (Contractors Only) Yes No

Date: _____

Name of Applicant: _____

Contact Name (if different than applicant): _____

Business Name: _____

Address: _____

City, State, Zip: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

CA State Contractor's License Number: _____

CA State Contractor's License Type: _____

City Business License Information

City Business License Number and Expiration Date _____

Contractors

A certificate of insurance shall be provided and maintained with the City of Rohnert Park Development Services Building Division. The City of Rohnert Park shall be named on the certificate as certificate holder.

I hereby certify that I will provide the City of Rohnert Park with a copy of a valid California State License. I will also provide the City of Rohnert Park Development Services Building Division with a valid, in force, certificate of worker's compensation insurance. Should the worker's compensation and/or contractor's license be terminated, suspended, revoked or otherwise be deemed invalid, I will immediately notify the Development Services Building Division. I understand that this application will be deemed void if I do not maintain a current and valid State of California Contractor's License and Worker's Compensation Insurance.

All Applicants

I hereby certify that under penalty and perjury that all the information contained in this application is true and correct. I understand that the use of this account is for the sole purpose of applying for a building permit electronically and that the issuance of any personal identification number (PIN)/password will be for my sole use or persons authorized by me. I understand and agree that all electronic submissions and signatures made through this account shall be attributed to me as the account holder and shall have the same force and effect as manual submissions and signatures.

Signed: _____ Date: _____

(FOR OFFICE USE ONLY)

Date Approved: _____ Staff Approval: _____