



WHO CAN PULL A BUILDING PERMIT?

1. A RESIDENTIAL PROPERTY OWNER;
2. A STATE OF CALIFORNIA LICENSED CONTRACTOR; or
3. AN AGENT FOR A RESIDENTIAL PROPERTY OWNER/CONTRACTOR (with proper authorization)

A residential tenant of a building CANNOT pull a permit unless appropriately authorized as an agent for the property owner or contractor (see below)

The following are required to obtain a building permit in Santa Monica:

Property Owners

1. Proof of identification (driver's license, state Issued ID card, Alien Registration Card or U.S. Passport – photo ID's only);
2. Proof of ownership if there has been a recent transfer of ownership (e.g. Grant Deed, Escrow Closing Statement);
3. Completed and signed 'Notice to Property Owner' form (refer to [Owner-Builder Packet](#));

Trust – If the property is owned by a Trust, a copy of the trust paperwork showing the trustee or executor as an authorized signatory for the property.

Corporation, LLC or Partnership – If the property is owned by a Corporation, LLC, or Partnership, you will need to provide a copy of the operating agreement or corporate paperwork from when the corporation was formed, which verifies the President, Vice-President, CEO, Partner, or Managing Member.

Condominiums and Townhomes— If the project is in the common area or exterior of a condominium building, a letter of authorization signed by the HOA president is required along with documentation (e.g. HOA minutes) verifying the authenticity of the president's position with the HOA. Alternatively, authorization from all condominium owners may be considered.

Agents acting on behalf of property owners shall provide the following additional documentation:

1. Completed 'Authorization of Agent to Act on Property Owner's Behalf' at the bottom of the 'Notice to Property Owner' form with notarized property owner signature.
2. Proof of identification for authorized agent. The name on the authorization form must match agent's identification.

Contractors

1. Proof of identification (driver's license, state issued ID card, Alien Registration Card or U.S. Passport – photo ID's only);
2. Current City of Santa Monica business license;
3. Proof of current State of California Contractor's License & classification (pocket card);
4. Proof of valid Worker's Compensation Insurance;

Condominiums and Townhomes— If the scope of work is in the common area or exterior of a condominium building, a letter of authorization (signed by the HOA president) is required along with the HOA minutes to verify the president.

Agents of contractors shall provide the following additional documentation:

1. Letter of Authorization on the contractor's letterhead authorizing a person (not a business) to pull the building permit.
2. Proof of identification for authorized agent. The name on the authorization letter must match agent's identification.