



Building & Safety Division  
1685 Main Street Room 111  
Santa Monica, CA 90401  
310-458-8355 or FAX 310-396-6473

## WHO CAN PULL A BUILDING PERMIT?

PROPERTY OWNERS  
STATE OF CALIFORNIA LICENSED CONTRACTORS

**OR**

AGENT FOR PROPERTY OWNER / CONTRACTOR  
(with correct authorization paperwork)

Please note that a tenant of a building **CANNOT** pull a permit unless they are an agent for either the Property Owner or Contractor

**HERE IS WHAT YOU NEED TO BRING EACH TIME YOU PULL A PERMIT AT THE CITY OF SANTA MONICA**

### **Property Owners**

- Proof of Identification (Driver's License, State Issued ID card, Alien Registration Card or Passport – Photo ID's only)
- Proof of ownership if there has been a recent transfer of ownership (Grant Deed, Property Tax Statement or closing statement from Escrow.
- Please read the "**Owner-builder acknowledgement and information verification**" form
- "Notice to Property Owner" form filled out and signed by property owner

#### **Agents will also need the following paperwork:**

- Notarized "Notice to Property Owner"
- Notarized "Authorization for Agent to Act on Property Owner's Behalf"  
(the name on the letter must match your ID).
- **Trust** - If the property is owned by a **Trust**, you will need to provide a copy of the trust paperwork showing the trustee or executor.
- **Corporation, LLC or Partnership** – If the property is owned by a Corporation, LLC or Partnership you will need to provide a copy of the paperwork verifying that President, Vice-President, CEO, Partner or managing Member.

### **Contractors**

- Proof of Identification (Driver's License, State Issued ID card, Alien Registration Card or Passport – Photo ID's only)
- Current City of Santa Monica Business License
- Proof of current State of California Contractor's License & classification (pocket card)
- Proof of valid or current Worker's Compensation Insurance

#### **Agents will also need the following paperwork:**

- Letter of Authorization on the Contractor's letterhead authorizing a person (not a business) to pull the building permit.