



CITY OF DALY CITY  
333 90<sup>TH</sup> STREET  
DALY CITY CA 94015-3539  
(650) 991-8061  
FAX (650) 991-8070

## PERMITS BY FAX

The City of Daly City accepts and issues permits for building maintenance work via fax (facsimile machine). The purpose of this handout is to explain how this process may be used. To obtain permits via fax, follow these simple steps:

- To enable this process, payment must be made using a Visa or MasterCard. An authorization form will need to be completed and signed to enable payment via credit card. This form must be on file with the City. The signatures of all authorized users who will sign the permit application must be included.
- A user must have a valid Daly City business license or must arrange with the Business License Division to obtain one. A permit will not be issued until a valid business license has been obtained.
- Upon obtaining a business license from the City of Daly City, fax, mail or deliver the completed and signed authorization form to the Daly City Building Division. You are now able to obtain permits via fax.
- To obtain a permit via fax, fax a completed and signed permit application and valid workers compensation insurance declaration to the Building Division at (650) 991-8070. Within one working day of receipt of an application, the permit will be processed. A receipt and job card will be mailed to the applicant address.

### **What types of permits are eligible to receive permits via fax?**

In general, building maintenance permits may receive permits via fax. Any permits requiring plan submittal cannot. Those types of permits that may receive permits via fax include:

- Dry rot or termite work (include a copy of the report)
- Electrical service replacement or upgrade (up to 200 amps)
- Furnace replacement
- Garage door opener replacement or installation
- Garage door replacement
- Roofing
- Siding
- Water heater replacement
- Window replacement

The application will be returned and a permit will not be issued if a permit application is incomplete, a workers' compensation policy is not received, or if the credit card becomes invalid.

If you have any questions regarding this service, call the Building Division at (650) 991-8061.



CITY OF DALY CITY  
 Building Division  
 333 90th Street  
 Daly City CA 94015-1895  
 (650) 991-8061  
**FAX (650) 991-8070**

# FAX PERMIT AUTHORIZATION FORM

Company Name	Phone Number
Company Address	FAX Number
Credit Card Number	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Name on Card	Expiration Date

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

Employee Name	Signature
Employee Name	Signature
Employee Name	Signature
Authorized Card Holder's Name	Signature

The undersigned gives the City of Daly City permission to accept a facsimile of any of the above signatures on a faxed permit application in lieu of an in-person signature at your office. I hereby certify that I will comply with all declarations and agreements on the faxed permit application.

Contractor's Name	Signature	Date
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***Building Division Office Use Only***

<i>Reviewed By</i>	<i>Date</i>
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