



CITY OF FOSTER CITY

Community Development Department

Building Division

610 Foster City Blvd, Foster City, CA 94404

Phone: 650-286-3227 | Email: building@fostercity.org

Who Should Get the Permit?

The property owner or a contractor licensed by the State of California can obtain permits. Tenants may obtain a permit if they have the written permission of the property owner and the property owner signs the permit documents.

It is always best if a licensed contractor obtains the permit. The contractor must provide a bond to ensure that the work will be started and completed in a timely manner, constructed in accordance with the various codes and performed with an acceptable degree of workmanship. If the work is not completed or if the work is not completed according to code, the bond could be used to pay someone else to finish or redo the work.

If the owners obtain the permit they act as the contractor and are responsible for completing the work and to assure that it meets code requirements. Interaction then takes place between Building Division inspectors and the owner. If the owner has hired a contractor or other person to do some of the work and it is not done in accordance with the approved plans and code requirements, the inspector will ask the owner, not the contractor, to have the work redone. In other words, if the owner obtains the permit it is the owner's responsibility to make sure the work is being done in accordance with the approved plans and codes.

Home Improvement Construction Responsibilities

Parties involved in a building project typically have roles and responsibilities related to the permit and inspection process after the project has been approved by the Planning/Code Enforcement Division or the Planning Commission.

Homeowner Responsibilities

Some of the homeowner responsibilities are as follows:

- Confirm with all persons performing work on your property that all required zoning and building permits have been obtained from the City before starting work.

- Confirm that the contractor(s) you select have the appropriate state and city licenses and worker's compensation insurance.
- It is your responsibility to maintain you home in compliance with the California Building Code and the Foster City Municipal Code even after the project has been completed.
- Confirm that all necessary inspections, especially the Final Inspection, are requested and made and that the Job Card is signed by the City Building Inspector. On some projects the contractor may place the responsibility of the Final Inspection with the owner.

Owner/Builder Responsibilities

These are the same as those listed above for the owner. When the owner is acting as the contractor, however, the owner must obtain all permits, call for all required inspections and be responsible for all work performed. Acting as the general contractor the owner/builder is responsible for all persons working on the project and must provide worker's compensation insurance for them unless they are acting as sub-contractors and provide their own Worker's Compensation Insurance.

For more information contact:

Building Inspection Division

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[Contractors State License Board](#)

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