

CITY OF SACRAMENTO

1231 I Street, Sacramento, CA 95814

Permit No: 0510137

Insp Area: 4

Thos Bros: 278A3

Site Address: 3821 ELM ST SAC

Parcel No: 251-0081-008

DESIGN REVIEW AREA

Sub-Type: NSFR

Housing (Y/N): N

CONTRACTOR  
OWNER BUILDER

OWNER  
KAYDRIS VLADIMIR  
7701 BELL ROSE CIR  
ROSEVILLE, CA 95678

ARCHITECT

Nature of Work: NEW 1 STORY SFR - LIV SP.=1519sf, ATT. GARAGE=427sf, COV.PORCH = 43sf - DESIGN REVIEW AREA -

CONSTRUCTION LENDING AGENCY : I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C).

Lender's Name \_\_\_\_\_ Lender's Address \_\_\_\_\_

LICENSED CONTRACTORS DECLARATION: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with section 7000) of Division 3 of the Business and Professions Code and my license is in full force and effect.

License Class B License Number 0811768 Date 8-30-05 Contractor Signature Alex Martynovskiy

OWNER-BUILDER DECLARATION: I hereby affirm under penalty of perjury that I am exempt from the contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code; any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 8 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.00);

I, as a owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professional Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his/her own employees, provided that such improvements are not intended to be offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that the building or improve for the purpose of sale.)

**PAID**  
CITY OF SACRAMENTO  
AUG 30 2005  
NEIGHBORHOODS PLANNING  
AND DEVELOPMENT SERVICE

AM I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law).

I am exempt under Sec. \_\_\_\_\_ B & PC for this reason: \_\_\_\_\_  
Date 8-30-05 Owner Signature Alex Martynovskiy

IN ISSUING THIS BUILDING PERMIT, the applicant represents, and the city relies on the representation of the applicant, that the applicant verified all measurements and locations shown on the application or accompanying drawings and that the improvement to be constructed does not violate any law or private agreement relating to permissible or prohibited locations for such improvements. This building permit does not authorize any illegal location of any improvement or the violation of any private agreement relating to location of improvements.

I certify that I have read this application and state that all information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representative(s) of this city to enter upon the abovementioned property for inspection purposes.

Date 8-30-05 Applicant/Agent Signature Alex Martynovskiy

WORKER'S COMPENSATION DECLARATION: I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation as provided for by Section 3700 of the Labor Code, for the performance of work for which the permit is issued.

AM I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier State Fund Policy Number 172 7295 Exp Date 1-1-06

(This section need not be completed if the permit is for \$100 or less) I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date 8-30-05 Applicant Signature Alex Martynovskiy

WARNING: FAILURE TO SECURE WORKER'S COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000) IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST AND ATTORNEY'S FEE.

THIS PERMIT SHALL EXPIRE BY LIMITATION IF WORK IS NOT COMMENCED WITHIN 180 DAYS.

-----  
**INSTALLATION CARD**  
**Diamond Wall One Coat System**  
**Omega Products International, Inc.**

**Project Address**  
3821 Elm St  
SARASOTA CA  
95838

ICBO Evaluation Service, Inc.  
 Report ER-4004

Date Completed 12-1-05

**Plastering Contractor**  
 Name: OLENKA BUILDERS  
 Address: 6525 30th St #A N. Highways  
 Telephone No. (916)

Approved contractor number as issued by Omega Products Int'l, Inc. 811768

This is to certify that the exterior coating system on the building exterior at the above address has been installed in accordance with the evaluation report and the manufacturer's instructions.

[Signature] 12-1-05  
 Signature of authorized representative of Date  
 plastering contractor

This installation card must be presented to the building inspector after completion of work and before final inspection.

FAX COPY to 808 7046

Tim Green  
Attention



### ALTERNATE MATERIALS OR METHODS

Permission has been granted for the installation of :

PEX PIPE AND FITTINGS

Job name/location  3821 Elm St Sacramento, CA  
OS10132 95838

Total no. of buildings  1 Single Family Dwelling

#### REQUIREMENTS

1. Permission is granted to above named address only.
2. Installers must be certified by manufacturers and city of Sacramento.
3. Manufactures installation instructions must be on jobsite and available to inspectors.
4. This notice must be posted on jobsite with permits.
5. Permission to use alternate materials or methods can be revoked if found to have been unlawfully issued.
6. This permission has been granted per the following code sections:  
CPC 301.2—CMC 105.0—CBC 104.2.8—CEC 90-2

\_\_\_\_\_  
Administrative Authority  
Keith A. Winkle  
CHIEF PLUMBING INSPECTOR

\_\_\_\_\_  
Date

I request permission to use the product or method shown above. I am the legal owner/or authorized agent of owner.

Name: David M... Date: 10/31/05

This form is to be filled out completely & signed by applicant/owner/contractor responsible for Title 24 Energy Compliance & returned to the field inspector at final.

**INSTALLATION CERTIFICATE**

(Page 1 of 13)

CF-6R

Site Address 3321 Elm Street Permit Number 0510137

An installation certificate is required to be posted at the building site or made available for all appropriate inspections. (The information provided on this form is required; however, use of this form to provide the information is optional.) After completion of final inspection, a copy must be provided to the building department (upon request) and the building owner at occupancy, per Section 10-103(b).

**HVAC SYSTEMS:**

**Heating Equipment**

Equip. Type (pkg. heat pump)	CEC Certified Mfr Name and Model Number	# of Identical Systems	Efficiency (AFUE, etc.) <sup>1</sup> [ $\geq$ CF-1R value]	Duct Location (attic, etc.)	Duct or Piping R-value	Heating Load (Btu/hr)	Heating Capacity (Btu/hr)
Heat pump	Carrier Garman	1	12 SEER	Attic	R-6	4500	4500

**Cooling Equipment**

Equip. Type (pkg. heat pump)	CEC Certified Compressor Unit Mfr Name and Model Number	# of Identical Systems	Efficiency (SEER, etc.) <sup>1</sup> [ $\geq$ CF-1R value]	Duct Location (attic, etc.)	Duct R-value	Cooling Load (Btu/hr)	Cooling Capacity (Btu/hr)
A/C	Carrier Garman	1	12 SEER	Attic	R-6	4500	4500

1.  $\geq$  reads greater than or equal to.

I, the undersigned, verify that equipment listed above is: 1) the actual equipment installed, 2) equivalent to or more efficient than that specified in the certificate of compliance (Form CF-1R) submitted for compliance with the *Energy Efficiency Standards* for residential buildings, and 3) equipment that meets or exceeds the appropriate requirements for manufactured devices (from the *Appliance Efficiency Regulations* of Part 6), where applicable.

Signature, Date [Signature] 12-11-05

OLENKA BUILDERS  
Installing Subcontractor (Co. Name)  
OR General Contractor (Co. Name) OR Owner

**WATER HEATING SYSTEMS:**

Heater Type	CEC Certified Mfr Name & Model Number	Distribution Type (Std. Point-of-Use)	If Recirculation, Control Type	# of Identical Systems	Rated <sup>2</sup> Input (kW or Btu/hr)	Tank Volume (gallons)	Efficiency <sup>2</sup> (EF, RE)	Standby <sup>2</sup> Loss (%)	External Insulation R-value <sup>3</sup>
Storage	Richtermans			1	3 kW	50		75	

- 2 For small gas storage (rated input of less than or equal to 75,000 Btu/hr), electric resistance and heat pump water heaters, list Energy Factor. For large gas storage water heaters (rated input of greater than 75,000 Btu/hr), list Recovery Efficiency, Standby Loss and Rated Input. For instantaneous gas water heaters, list Recovery Efficiency and Rated Input.
- 3. R-12 external insulation is mandatory for storage water heaters with an energy factor of less than 0.58.

**Faucets & Shower Heads:**

All faucets and showerheads installed are certified to the Commission, pursuant to Title 24, Part 6, Section 111.

I, the undersigned, verify that equipment listed above my signature is: 1) the actual equipment installed; 2) equivalent to or more efficient than that specified in the certificate of compliance (Form CF-1R) submitted for compliance with the *Energy Efficiency Standards* for residential buildings; and 3) equipment that meets or exceeds the appropriate requirements for manufactured devices (from the *Appliance Efficiency Regulations* or Part 6), where applicable.

Signature, Date [Signature] 12-12-05

OLENKA BUILDERS  
Installing Subcontractor (Co. Name) OR  
General Contractor (Co. Name) OR Owner

COPY TO: Building Department  
HERS Provider (if applicable)  
Building Owner at Occupancy

215

# Certification of Compliance School District Development Fees

## PART 1 To be completed by APPLICANT

Owner's Name & Address KAYORIS ULADIMIR  
 Project Address 3821 ELM ST.  
 Parcel Number 251-8081-008 Lot No. 31  
 Subdivision Name \_\_\_\_\_ Number of Units \_\_\_\_\_  
 Applicant's Signature & Title [Signature]  
 Date 08/04/05 Phone No. (916) 339-1267

**NOTICE TO APPLICANT:** Pursuant to Government Code Section 66020(d), this will serve to notify you that the 90-day approval period in which you may protest the fees or other payment identified above will begin to run on the date in which the building or installation permit for this project is issued or on which they are paid to the district(s) or to another public entity authorized to collect them on behalf of the district(s), whichever is earlier.

## PART 2 To be completed by BUILDING DEPARTMENT

Plan Identification Number 0510137  
 Square Feet of Chargeable Building Area 1519 sq ft  
 Signature [Signature]  
 Title Building Inspector  
 Building Type (CHECK ONE)  
 Residential  
 Apartment/Condominium  
 Commercial/Industrial  
 Date 07-28-05

## PART 3 To be completed by SCHOOL DISTRICTS

**Grant Joint Union High School District**  
 District Certification No. 06-0023  
 EXEMPT \_\_\_\_\_  
 Comments \_\_\_\_\_  
 RESIDENTIAL / APARTMENT / CONDOMINIUM  
1519 Sq.Ft. x \$ 2.24 = \$ 3402.56  
 COMMERCIAL / INDUSTRIAL  
 \_\_\_\_\_ Sq.Ft. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 OTHER FEE: TYPE \_\_\_\_\_  
 \_\_\_\_\_ Sq.Ft. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 TOTAL FEES COLLECTED ..... = \$ 3402.56

**Robla Elementary School District**  
 District Certification No. \_\_\_\_\_  
 EXEMPT \_\_\_\_\_  
 Comments \_\_\_\_\_  
 RESIDENTIAL / APARTMENT / CONDOMINIUM  
 \_\_\_\_\_ Sq.Ft. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 COMMERCIAL / INDUSTRIAL  
 \_\_\_\_\_ Sq.Ft. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 OTHER FEE: TYPE \_\_\_\_\_  
 \_\_\_\_\_ Sq.Ft. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 TOTAL FEES COLLECTED ..... = \$ \_\_\_\_\_

This Certification covers only the amount of square footage indicated above. Any additions or corrections to the square footage for this project will require an amendment to the Certificate of Compliance.  
 As the authorized school district official, I hereby certify that the requirements of Government Code Section 65995 and any other authorized requirements have been complied with by the above signed applicant.

**GRANT** Authorized School District Official **ROBLA**  
 Signature [Signature] Signature \_\_\_\_\_  
 Title \_\_\_\_\_ Title \_\_\_\_\_  
 Date 8/4/05 Date \_\_\_\_\_

Original: Grant Joint Union High School District  
 Robla Elementary School District  
 1st Copy: Building Department  
 2nd Copy: Applicant

GJUHSD: Facilities Planning and Construction Department  
 Certificate of Compliance Form ( rev. 10/02 ) bep

City of Sacramento  
Development Services Department  
**PLANNING REVIEW FOR BUILDING PERMIT SUBMITTAL**

ADDRESS: 3821 ELM STREET	APN: 251-0081-008
DRPB AREA / PUD / SPD: DEL PASO HEIGHTS	ZONING: R-1
EXISTING LAND USE: VACANT	
PROPOSED USE: NEW SFR	
<b>PLANNING STAFF WILL CHECK ONE OR MORE OF THE ITEMS BELOW:</b>	
<input type="checkbox"/>	Planning review is NOT required.
<input type="checkbox"/>	Use is NOT allowed; applicant CANNOT submit for plan check.
<input type="checkbox"/>	Requires APPLICATION(s): PC      ZA      IR      ER      DR      PB Required Planning application must be approved <i>before</i> project can be submitted for plan check
<input type="checkbox"/>	Application(s) IN PROGRESS: File Number: Application must be approved <i>before</i> project can be submitted for plan check.
<input checked="" type="checkbox"/>	Application(s) COMPLETED: File Number & approval date: DR05-168 APPROVED 7-1-2005 Building permit must conform to approved plans and comply with all conditions of approval. Do NOT accept applications for a building permit prior to the end of the 10-day appeal period.
<input type="checkbox"/>	Plans may be submitted for plan check. Plan checker(s) shall confirm compliance with Zoning Ordinance requirements and all applicable development standards <i>prior to issuance</i> of building permit.
<input checked="" type="checkbox"/>	Meets setback & lot coverage requirements as shown on site plan provided.
<input type="checkbox"/>	Plans to be submitted have been stamped/signed by Planning counter staff.
<input type="checkbox"/>	Route to SITE for plan check and inspection.
<input type="checkbox"/>	Route to SITE for inspection <i>only</i> , plan check not required.
<input type="checkbox"/>	Preliminary review <b>ONLY</b> ; the information on this form must be reviewed again and confirmed at the time of building permit submittal.
CONDITIONS AND COMMENTS: Lot 6,000 sq ft Proposed new SFR w/attached porch and garage 1,984 sq ft = 33% lot coverage. The proposed height of the proposed structure is within the 35-foot height limit. The proposed front paving is within the 40% maximum allowed. No other planning issues are apparent at this time.  May submit to building on or after 7/11/05	
DATE: 07/07/05	BY: Bonnie Surgeon



**OLENKA BUILDERS INC.**

**DESIGNING - BUILDING - CONSULTING**

LIC. # 811768

Leonid Melnychuk (Leo)

Tel: (916) 339 - 1267

Fax: (916) 404 - 5395

Email: leo@olenkabuilders.com

Olenka Builders Inc. authorizes Alex Martynovskiy to sign any documents, pay for, and pick up permits for 3821 Elm St.

Elena Melnychuk (VP)

date

8/30/05



**OLENKA BUILDERS INC.**

DESIGNING - BUILDING - CONSULTING

LIC. # 811768

Leonid Melnychuk (Leo)

Tel: (916) 339 - 1267

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Elena Melnychuk (VP)

date

8/30/05







**CITY OF SACRAMENTO**

[www.cityofsacramento.org](http://www.cityofsacramento.org)

Help Line: 1-916-808-5656 OR 1-866-EZ-PERMIT  
 Inspection: 1-916-808-7622

Downtown Permit Center  
 1231 I Street, Suite 200  
 Sacramento, CA 95814

North Permit Center  
 2101 Arena Blvd., Suite 200  
 Sacramento, CA 95834

**SITE DRAINAGE AND ENCROACHMENT QUESTIONNAIRE**

PARCEL # 251 - 0081 - 008 PERMIT # 0510137  
 SITE ADDRESS 3821 ELM ST ACREAGE           

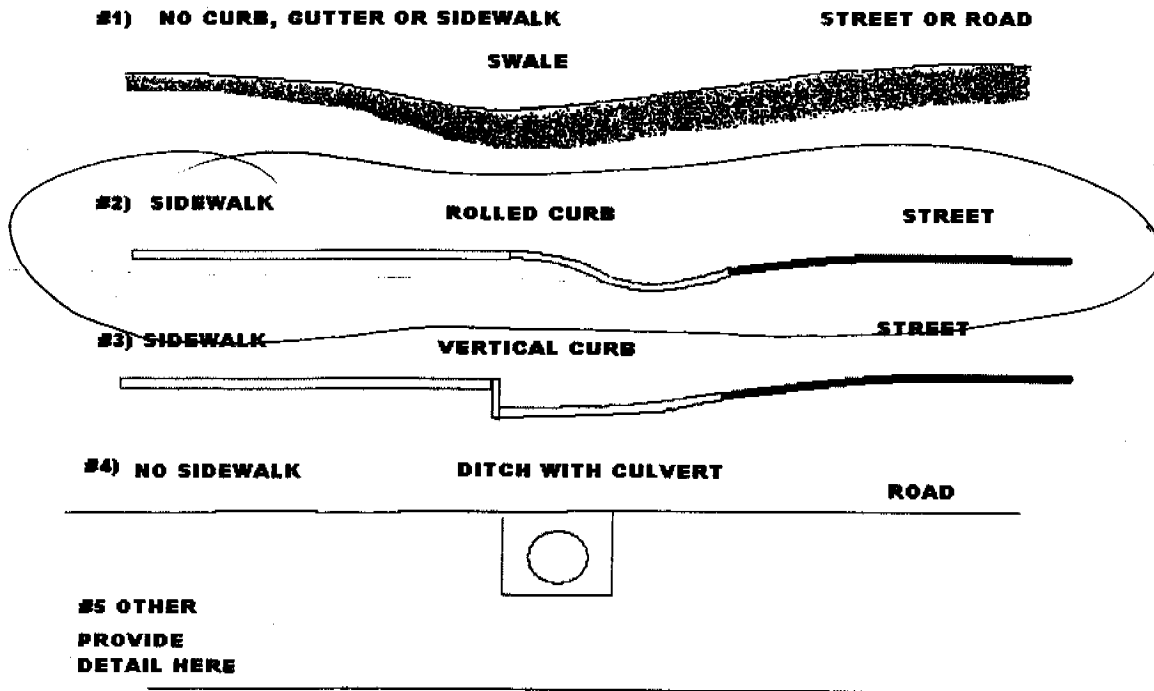
The City of Sacramento requires a building site to be graded to drain correctly and site drainage routed to an approved location. To help us understand the site drainage for your project and determine if a driveway permit or an encroachment permit is required please answer the following questions. All questions must be answered.

- |  |                                    |                                    |                                      |
|--|------------------------------------|------------------------------------|--------------------------------------|
| 1. Are there existing structures on the site?                                      | Y                                  | <input checked="" type="radio"/> N |                                      |
| 2. Is there an existing concrete or paved driveway to this parcel from the street? | Y                                  | <input checked="" type="radio"/> N |                                      |
| 3. Will the existing access to this parcel be changed in any way for this project? | *Y                                 | <input checked="" type="radio"/> N |                                      |
| 4. Are all portions of the lot higher than the crown of the street?                | <input checked="" type="radio"/> Y | *N                                 |                                      |
| 5. Are all portions of the lot higher than the back of the sidewalk?               | <input checked="" type="radio"/> Y | *N                                 |                                      |
| 6. Is there a curb and gutter at the street level?                                 | <input checked="" type="radio"/> Y | N                                  |                                      |
| 7. Is there a sidewalk with a curb and gutter at the street?                       | <input checked="" type="radio"/> Y | N                                  |                                      |
| 8. Is the curb at the street square?   | *Y                                 | <input checked="" type="radio"/> N | N/A                                  |
| 9. Is there a rolled curb at the street?   | <input checked="" type="radio"/> Y | N                                  | N/A                                  |
| 10. Is there a drainage ditch or culvert at the street?                            | Y                                  | *N                                 | <input checked="" type="radio"/> N/A |
| 11. Does the lot drain from back to front?   | <input checked="" type="radio"/> Y | *N                                 |                                      |
| 12. Does the lot drain from front to rear?   | Y                                  | <input checked="" type="radio"/> N |                                      |
| 13. Does another lot drain across this parcel?                                     | *Y                                 | <input checked="" type="radio"/> N |                                      |
| 14. Does the lot drain from side to side?  | *Y                                 | <input checked="" type="radio"/> N |                                      |
| 15. Does the site have an existing low area or drainage swale?                     | *Y                                 | <input checked="" type="radio"/> N |                                      |
| 16. Does the drainage swale drain to an adjacent parcel?                           | *Y                                 | N                                  | <input checked="" type="radio"/> N/A |
| 17. Does the drainage swale drain to the street?                                   | <input checked="" type="radio"/> Y | *N                                 | N/A                                  |
| 18. Will existing drainage be re-routed?   | *Y                                 | <input checked="" type="radio"/> N |                                      |
| 19. Will drainage ditches or culverts be constructed or modified?                  | <input checked="" type="radio"/> Y | N                                  | N/A                                  |
| 20. Did this project require approval from the Zoning Administrator?               | *Y                                 | <input checked="" type="radio"/> N |                                      |
| 21. Did the project require approval from the Planning Administrator?              | *Y                                 | <input checked="" type="radio"/> N |                                      |

**SITE DRAINAGE AND ENCROACHMENT QUESTIONNAIRE**

- 22. Is there any tree, telephone pole, guy wire or similar obstruction located at the front of the property adjacent to the street or road? \*Y  N
- 23. Is this a corner lot? \*Y  N
- 24. Is the posted speed limit on this street greater than 25 MPH? \*Y  N
- 25. Is this parcel located on a four-lane street? \*Y  N
- 26. If site is greater than 1/2 acre has an erosion and sediment control plan been submitted? Y \*N  N/A
- 27. If site disturbs 1 acre or more has a copy of the State General Permit NOI and SWPPP been submitted? Y \*N  N/A
- 28. If site is part of a larger subdivision greater than 1 acre has a copy of the State General Permit NOI and SWPPP been submitted? Y \*N  N/A

**CIRCLE THE DRAWING NUMBER BELOW THAT BEST ILLUSTRATES THE EXISTING CONDITION AT THE LOCATION OF THE PROPOSED DRIVEWAY OR SITE ACCESS.**



The information provided on this document is accurate. I understand that if this form is incomplete, contains inaccurate or misleading information, the project located at this address may be delayed until any drainage or encroachment issues are resolved to the satisfaction of the City of Sacramento.

SIGNED *[Signature]*      DATE 8/2/05  
 TITLE Contractor  
 PHONE NO. (916) 339-1267

CITY OF SACRAMENTO  
CALIFORNIA

PLANNING AND  
BUILDING DEPARTMENT  
PLANNING DIVISION

1231 I STREET, ROOM 200  
SACRAMENTO, CA  
95814-2998

**WATER DEVELOPMENT FEE WAIVER**

Applicant: Valadmir Kaydnis Phone: 803-6684

Property Address: 3821 Elm St

APN: 251-0081-008 Zoning: R-1 No. of Units: 1

This project qualifies for the fee waiver because it is in a:

- REDEVELOPMENT AREA; or  
 DESIGNATED INFILL AREA; or  
 QUALIFIED INFILL AREA, meeting all of the following requirements:

1. The site is located in a neighborhood where the median year of housing construction is 1965 or earlier as shown on the Neighborhood Statistics Boundary Map, or the applicant has proof to the satisfaction of the Planning Director that the median age of housing within 500 feet of the site was developed prior to 1965; and
2. The lot is surrounded on three sides by existing or approved development; and
3. The project is consistent with the General Plan or more specific plan designation; and
4. The site is no more than 5 acres in size for single family development, or 2 acres in size for multiple family development; and
5. The site has City sewer, water, and drainage services, or is within proposed or existing assessment district for these services; and the services provided are capable of serving the proposed development to the satisfaction of the Public Works Director.

Fee Waiver Denied by: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Waiver Approved by: Emilee J James

Date: 7/19/05

WD No: \_\_\_\_\_



CITY OF SACRAMENTO

Downtown Permit Center
1231 I Street, Suite 200
Sacramento, CA 95814

www.cityofsacramento.org

Help Line: 1-916-808-5656 OR 1-866-EZ-PERMIT
Inspection: 1-916-808-7622

North Permit Center
2101 Arena Blvd., Suite 200
Sacramento, CA 95834

OWNER BUILDER VERIFICATION

1. Check one below - I or my immediate family (parent, spouse, or child) will perform:

- A - [ ] all the work authorized by this permit.
B - [ ] a portion of the work.
C - [X] none of the work.

If B or C is checked, complete 2 or 3 below.

2. A State licensed contractor (\*) will be hired to do:

- [X] all of the authorized work.
[ ] a portion of the authorized work.

Name Olenka Builders Phone (916) 339-1267
Address 6525 32nd St N. Highlands CA 95660
Type of Work

Name Phone
Address
Type of Work

Name Phone
Address
Type of Work

Name Phone
Address
Type of Work

3. [ ] I will utilize unlicensed person(s) other than my immediate family to perform all or portions of the authorized work. A Certificate of Workers Compensation must be on file at this office.

I declare under penalty of perjury that the above is true and correct. I have read and understand the owner-builder information on the reverse side of this form.

Signed: Property Owner Alex Martynorsky
Date 8-30-05 Case No. Permit No. 0510137
Job Address 3821 Elm St.

Note: \* Information regarding unknown contractors or change in subcontractors shall be submitted to the Building Inspection field office.