

**BUILDING AND SAFETY DEPARTMENT DIVISION**

Phone (310) 605-5509 Fax Line (310) 605-5598

www.comptoncity.org

Notice to Applicants

Documents Needed for Permit Processing

Realtor /Broker /Architects /Engineers / Designers

1. Picture ID
2. Current City of Compton Business License
3. **If an agent** is coming in place of the Realtor /Broker /Architects /Engineers / Designers they will need a notarized statement from the Realtor /Broker /Architects / Engineers / Designers authorizing the agent to sign or submit plans on their behalf.
Original document is required.
4. Realtor /Broker or Agent must be present to sign building permit documents in person.

Owner Builder

1. Provide proof of ownership (Copy of Grant Deed)
2. Picture ID
3. Current City of Compton Business License (Rental License for renting out property)
4. **If an agent** is coming in place of the owner they will need a notarized statement from owner authorizing the agent to sign on their behalf. **Original document is required and document must be within a year of signed date.**
5. Owner or Agent must be present to sign building permit documents in person.

Contractors

1. Proof of State License (Pocket ID card)
2. Picture ID
3. Copy of workers' compensation insurance
4. Current City of Compton Business License
5. **If an agent** is coming in place of the contractor they will need a notarized statement from contractor or company principal authorizing the agent to sign on their behalf. **Original document is required and document must be within a year of signed date.**
6. Contractor or Agent must sign building permit applications in person.

*****Please note the Building and Safety Department does not maintain copies of contractor's documents*****