



## **PROPERTY OWNER'S PACKAGE**

### **Disclosure & Forms for Property Owners Applying for Construction Permits**

#### **IMPORTANT NOTICE TO PROPERTY OWNER**

An application for a building permit has been submitted in your name listing you as the builder of the property improvements specified at \_\_\_\_\_. We are providing you with an Owner-Builder Acknowledgement and Information Verification Form to make you aware of your responsibilities and possible risks you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read and initialed your understanding of each provision; signed and return this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

#### **OWNERS' ACKNOWLEDGEMENT AND VERIFICATION INFORMATION**

**DIRECTIONS:** Read and initial each statement below to indicate you understand or verify this information.

\_\_\_ 1. I understand a frequent practice of unlicensed persons is to have the property owners obtain an "owner-builder" building permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his/her employees while working on my property. My homeowner's insurance may not provide coverage for injuries to workers on my property.

\_\_\_ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are NOT hiring a licensed contractor to assume this responsibility.

\_\_\_ 3. I understand as an "owner-builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial liability by hiring a licensed contractor and having the permit issued to them, rather than myself.

\_\_\_ 4. I understand contractors are required by California law to be licensed and bonded and to list their license number on their permits and contracts.

\_\_\_ 5. I understand that I may be considered to be an "employer" under State and Federal law if I employ or engage any persons other than California Licensed Contractors, and the total value of the construction is at least five hundred dollars (\$500.00), including labor and materials.

\_\_\_ 6. I understand if I am considered an "employer" under State and Federal law, I must register with the State and Federal government, withhold payroll taxes, provide worker's compensation disability insurance and contribute to unemployment compensation for each for each "employee". I also understand that failure to do so could result in state or federal prosecution.

\_\_\_ 7. I understand under California State License Law, an owner-builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four (4) within any calendar year, or all of the work is performed under contract with a licensed General Building Contractor.

\_\_\_ 8. I understand as an owner-builder, if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any construction defects in the workmanship or materials.

\_\_\_9. I understand that I may obtain more information regarding my obligations as an “employer” from the Internal Revenue Service, the US Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand that I may contact the California State License Board (CSLB) at 1-800-321-CSLB(2752) or [www.cslb.ca.gov](http://www.cslb.ca.gov) for more information about licensed contractors.

\_\_\_10. I am aware that of and consent to an “owner-builder” building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

Physical Address Required: \_\_\_\_\_

\_\_\_11. I agree that, as the party legally and financially responsible for this construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers.

\_\_\_12. I agree to notify the issuer of this form immediately of any additions, deletions or changes to any of the information I have provided on this form.

Licensed contractors are regulated by laws designed to protect the public; if you contract with an unlicensed person, the CSLB may be unable to assist you with any financial loss you may sustain as the result of a complaint. Your only remedy against an unlicensed contractor may be in Civil Court. If you obtain an owner-builder permit and wish to hire subcontractors, you are responsible to verify proper licensing, worker’s compensation insurance and local business licenses.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. NOTE: A copy of the property owner’s driver’s license, form notarization, or other acceptable identification verification is required to be presented for permit issuance.

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_

**AUTHORIZATION TO ACT AS AGENT FOR THE PROPERTY OWNER**

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign and file the documents necessary to obtain an owner-builder permit for my project.

Scope of Work: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_

Agent’s Address: \_\_\_\_\_

Agent’s Contact Information: \_\_\_\_\_ (Telephone) \_\_\_\_\_ (Email)

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Property Owner’s Signature: \_\_\_\_\_

Contact Information: \_\_\_\_\_ (Telephone) \_\_\_\_\_ (Email)