

*The People are the City*



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**City Administrator**  
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401 East Chapman Avenue – Placentia, California 92870

## **OWNER BUILDER VERIFICATION**

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified. For your protection you should be aware that as "owner builder" you are the responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they are personally performing their own work. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the city or county. They are also required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection:

If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer.

If you are the employer, you must register with state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, worker's compensation insurance, disability insurance costs, and unemployment compensation contributions.

Owner – Builder Information  
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There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers' compensation insurance.

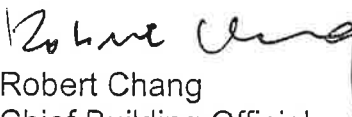
For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, the U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

A frequent practice of unlicensed persons who represent themselves to be contractors is to apply for an "owner-builder" building permit, incorrectly implying that the property owner is providing his or her own labor and material personally.

Information about licensed contractors may be obtained by contacting the Contractor's State License Board in your community or at (800) 321-2752 or by writing to P.O. Box 26000, Sacramento, California 95826.

Please sign and complete the attached owner-builder verification form so that we can confirm that you are aware of these matters. The building permit cannot be issued until the verification form is completed.

Very truly yours,  
CITY OF PLACENTIA

  
Robert Chang  
Chief Building Official

## OWNER BUILDER VERIFICATION

Attention Property Owner:

An "owner-builder" building permit has been applied for in your name and bearing your signature. Please complete the information provided. No building permit will be issued until this verification is complete.

1. I personally plan to provide the major labor and materials for construction of the proposed property improvement (yes or no) \_\_\_\_\_
2. I (have/have not) \_\_\_\_\_ signed an application for a building permit for the proposed work.
3. I have contracted with the following person (firm) to provide the proposed construction:

Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractors License No. \_\_\_\_\_

4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise, and provide the major work:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractors License No. \_\_\_\_\_

Signed :

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_