



Owner-Builder Acknowledgement and Verification Form

NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a permit had been submitted in your name listing yourself as the builder of the property improvements specified at (address) _____.

We are providing you with an Owner-Builder Acknowledgement and Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. **A building permit will not be issued until you have read, initialed your understanding of each provision, signed, and returned this form.**

OWNER'S ACKNOWLEDGEMENT AND VERIFICATION OF INFORMATION

Directions: Read and initial each statement below to signify that you understand and verify this information.

- _____ 1. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and their employees while working on my property.
- _____ 2. I understand that property owners are not required to sign for building permit as an Owner-Builder 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 risk by hiring a licensed Contractor and having the permit filed in their name instead of my own.
- _____ 4. I understand Contractors are required by law to be licensed and bonded in the State of California and to list their license numbers on permits and contracts.
- _____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an employer under State and Federal law.
- _____ 6. I understand that if I am considered an "employer" under State and federal law, I must register with the State and Federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.
- _____ 7. I understand that under California Contractor's 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 that 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 latent 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 United States 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 Contractor’s State License Board (CSLB) at www.cslb.ca.gov for more information about licensed contractors.

_____ 10. I am aware 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: _____.

_____ 11. I agree that, as the party legally and financially responsible for this proposed 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. I understand that if I contract with someone who does not have a license, the Contractor’s State License Board may be unable to assist with any financial loss I may sustain as a result of the complaint. *Note: Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire a Contractor, you will be responsible for verifying whether or not that Contractor is properly licensed and the status of their worker’s compensation insurance coverage.*

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 verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner’s signature.

Signature of property owner: _____ Date: _____

Printed Name: _____



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AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

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 and Owner-Builder Permit for my project.

Scope of Work: _____

Project Location/Address: _____

Name of Authorized Agent: _____ Phone #: _____

Address of Authorized Agent: _____

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. *Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.*

Property Owner's Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____