



# CITY *of* CLOVIS

## BUILDING DEPARTMENT

1033 FIFTH STREET • CLOVIS, CA 93612

### **IMPORTANT NOTICE TO PROPERTY OWNERS**

#### Disclosures & Forms for Owner-Builders Applying for Construction Permits

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 at (address) \_\_\_\_\_

We provide you with an Owner-Builder Acknowledgment and Information 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. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned 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.

#### OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

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

1. \_\_\_\_ I, as an Owner-Builder, may be held liable and subject to severe financial risk for any injuries sustained by an unlicensed person and their employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing their labor and material personally. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance 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. \_\_\_\_ As an "Owner-Builder," I understand that 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 must be licensed and bonded in California and list their license numbers on permits and contracts.
5. \_\_\_\_ I understand that if I employ anyone 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 that my failure to abide by these laws may subject me to severe financial risk.
7. \_\_\_\_ I understand that under California Contractors' 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 licensed subcontractors perform the work. Also, the number of structures may not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building contractor.
8. \_\_\_\_ I understand that as the 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 latent construction defects in the workmanship or materials.
9. \_\_\_\_ I understand 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 I may contact the California Contractors' 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 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 immediately notify the issuer 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 someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed contractors may be in civil court. It is also essential 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. Obtain a permit as Owner-Builder and wish to hire Contractors. You will be responsible for verifying whether or not those contractors are appropriately licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, the property owner must complete and sign this form and return it 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: \_\_\_\_\_

**Note:** The following Authorization Form must 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.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, the execution of which I understand is my 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 Construction Project (or Description of Work): \_\_\_\_\_

\_\_\_\_\_

Project Location or Address: \_\_\_\_\_

APN: \_\_\_\_\_

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 filled out the above information and certified its accuracy. Note: A copy of the 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: \_\_\_\_\_