

# OWNER-BUILDER INFORMATION

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 names.

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 \$200.00 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 an employer, you must register with the 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, workers’ compensation insurance, disability insurance costs, and unemployment compensation contributions.

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.

If the structure is intended for sale, property owners who are not licensed are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions.

A frequent practice of unlicensed persons professing to be contractors is to secure an “**Owner –Builder**” building permit, erroneously implying that the property **owner** is providing his or her own labor and material personally. Building permits are not required to be signed by property owners unless they are performing their own work personally.

Information about licensed contractors may be obtained by contacting the Contractors’ State License Board in your community or at 1020 “N” Street, Sacramento, CA 95814.

Please complete the attached **Owner-Builder Verification** form so that we can confirm that you are aware of these matters. The Building Permit **will not** be issued until the verification is returned.

**City of Norco Building & Safety Department**

# 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 following information to avoid unnecessary delay in processing and issuing your Building Permit. **NO** Building Permit will be issued until this verification is received.

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 \_\_\_\_\_  
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 \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Phone \_\_\_\_\_ Contractors License No. \_\_\_\_\_

5. I will provide some of the work but I have contracted (hired) the following persons to provide the work indicated:

Name	Address	Phone	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed: **PROPERTY OWNER** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OWNERS D.L. NO** \_\_\_\_\_ **OWNER VERIFIED BY:** \_\_\_\_\_  
City Employee

**PLAN CHECK NO:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_