Community & Economic
Development Department
Building & Safety Division

3900 Main Street, 3rd Floor • Riverside, CA 92522
951.826.5800
RiversideCA.gov/Building
Office Hours M-F: 8:00 AM -4:30 PM | Wednesdays 9:00 AM TO 4:30 PM

IMPORTANT NOTICE TO OWNER-BUILDERS

Property Owner, please be advised that you must initial all twelve statements and sign the Property Owner's Package in the presence of a notary if you cannot come to City Hall to pull your own permit(s). An authorized agent for the owner cannot execute this form. If the owner comes in to pull a permit, Building & Safety staff will witness the owner completing the form and will verify the owner's identity by their driver's license or other valid photo ID. If the property owner sends in an authorized agent on their behalf, we will require a notarized letter stating that this individual may pull permits on the owner's behalf. The property owner's signature must be witnessed by a notary and the notary's seal and form must be attached. The Property Owner's Package form must be filled out for each permit being pulled by the property owner.

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PROPERTY OWNER'S PACKAGE

DISCLOSURES & FORMS FOR OWNER-BUILDERS APPLYING FOR CONSTRUCTION PERMITS

An application for a building permit has been submitted in your name listing yourself 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 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.

OWNER'S ACKNOWLEDGEMENT AND VERIFICATION OF INFORMATION DIRECTION: Read and initial each statement below to signify you understand or verify this information.

_____ 1. 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 his or her own labor and material personally. 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 or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. 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. 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 his or her name instead of my own.

_____ 4. I understand Contractors are required by law to be licensed and bonded in 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 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 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 all work is performed by licensed subcontractors and the number of structures does 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 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 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 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:

Job 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. 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 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 Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

MUST BE SIGNED BY PROPERTY OWNER IN THE PRESENCE OF THE BUILDING & SAFETY COUNTER STAFF.

_____ _____
Signature of Property Owner Date

STAFF USE ONLY

Permit Number	Form of Owner Identification	Staff Initials	Date