



COMMUNITY DEVELOPMENT
50 Natoma Street
Folsom, California 95630
(916) 461-6201

OWNER-BUILDER INFORMATION

Dear Property Owner:

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 a licensed contractor, 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. 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 use the volunteer labor of your immediate family, then you are not legally an employer. If you hire or otherwise engage for compensation any person other than your immediate family, and those persons are not licensed as contractors or subcontractors, then you may legally be an employer. Being an employer means you have certain legal responsibilities.

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

If the structure is not intended for sale, property owners who are not licensed contractors 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 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 State Contractors License Board in your community or at 3122 Bradshaw Road, Sacramento, California 95827.

OWNER-BUILDER VERIFICATION

1. Check one of the following: I or my immediate family (parent, spouse, or child) will perform:

- A. All the work authorized by this permit
- B. A portion of the work.
- C. None of the work.

If B or C is checked, complete number 2 or 3 below:

2. A state licensed contractor (*) will be hired to do:

- A. All of the work
- B. A portion of the work

*INFORMATION REQUIRED PRIOR TO ISSUANCE OF BUILDING PERMIT

*Name	Address	Phone	Class and License. No.	Type of Work
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3. I will utilize unlicensed person(s) other than my immediate family to perform all or portions of the authorized work. A Certificate of Workers' Compensation must be on file at this office.

I declare under penalty of perjury that the above is true and correct. I have read and understand the Owner-Builder information above.

Signature of Property Owner _____ Date _____

Job Address _____ Permit # _____

Note: Notify the Building Division if information changes during construction.

