



Jim Minnick  
DIRECTOR

# Imperial County Planning & Development Services Planning / Building / Parks & Recreation

## OWNER BUILDER INFORMATION

(Date) \_\_\_\_\_

### Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the proposed improvements as 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 name.

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 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 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 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, California 95814, or call (619) 455-0237.

***The Planning & Development Services Department will not be able to issue a permit to anyone without having met the requirements under the Workers' Compensation laws. More importantly, if you violate workers compensation laws or contractor license laws and the Department becomes aware of this, the permit will immediately be revoked and the renewal fee will be double on all fees.***

Please complete and return the enclosed 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.

Very truly yours,

Sign \_\_\_\_\_

Jim Minnick

Director of Planning & Development Services Department/Building Official

S:\FORMS\_LISTS\OWNVERIF1.DOC

**SIGN** \_\_\_\_\_

**OWNER-BUILDER VERIFICATION**

Attention Property Owner:

PERMIT APPLICATION # \_\_\_\_\_

An "owner-builder" building permit has been applied for, in your name and possibly bearing your signature.

The law requires that you please complete and return this information in the envelope provided at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit. No building permit will be issued until this verification is received.

**PLEASE COMPLETE ONE (ONLY ONE) OF THE FOLLOWING FIVE  
STATEMENTS AND RETURN THE SIGNED COPY TO US**

**(1) CONSTRUCTION LENDING AGENCY**

☐ I HEREBY AFFIRM UNDER PENALTY OF PERJURY that there is a construction-lending agency for the performance of work, which this permit is issued. (3097 Civ. Code)

Lender Name/Address \_\_\_\_\_

**(2) LICENSED CONTRACTOR DECLARATION**

☐ I HEREBY AFFIRM UNDER PENALTY OF PERJURY that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code and that my license is in full force and effect.

CONTRACTORS NAME	CONTRACTORS SIGNATURE	LICENSE NUMBER	LIC. CLASS	EXP. DATE

**(3) OWNER/BUILDER DECLARATION**

☐ I hereby affirm under penalty of perjury that I am exempt from the contractor's license law for the following reason (Sec. 7031.5), Business and Professions Code: any city or county which requires a permit to construct, alter, improve, demolish or repair any structure prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's License Law [Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code] or that he or she is exempt there from and the basis for alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500). Please check one of the following:

- ☐ I, as owner of the property, or my employees with wages as their sole compensation, **WILL DO THE WORK, AND THE STRUCTURE IS NOT INTENDED OR OFFERED FOR SALE.** (Section 7044 Business and Profession Code: The Contractor's License Law does not apply to an owner of the property, who builds or improves thereon, and who does such work himself or herself or through his or her employees, provided that such improvements are not offered for sale. If however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)
- ☐ I, as the owner of the property am **exclusively CONTRACTING WITH LICENSED CONTRACTORS** to construct the project. (Section 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor licensed pursuant to the Contractor's License Law).
- ☐ I AM EXEMPT Under Section 7044 Business and Professions Code for this reason:

SIGN/DATE \_\_\_\_\_ ☐ owner ☐ contractor or ☐ agent of owner ☐ agent of contractor**WORKER'S COMPENSATION DECLARATION**

I HEREBY AFFIRM UNDER PENALTY OF PERJURY one of the following:

- ☐ I HAVE AND WILL MAINTAIN A CERTIFICATE TO SELF INSURE for worker's compensation as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ☐ I HAVE AND WILL MAINTAIN WORKER'S COMPENSATION INSURANCE, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are:

Name of Carrier \_\_\_\_\_ Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(this section need not be completed if work is for \$100 or less)

- ☐ I CERTIFY that in the performance of work for which this permit is issued, **I SHALL NOT EMPLOY ANY PERSON**, in any manner so as to become subject to the worker's compensation laws of California, and agree that if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall for with comply with those provisions.

SIGN/DATE \_\_\_\_\_

WARNING: failure to secure worker's compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of Labor Code, interest, and attorney's fees.

Type of Work: \_\_\_\_\_

Property Owner (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OWNER-BUILDER VERIFICATION

1. (Check one) 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 2 or 3 below.

2. A California State licensed contractor will be hired to do:

- ☐ All of the work  
☐ A portion of the work (complete section below)

Contractor	Address/City	Phone Number	License Number	Type of work to be performed

3. ☐ I will utilize unlicensed person(s) other than my immediate family to perform all or portions of the authorized work. I understand that I may be an employer (see front page). A Certificate of Insurance covering worker's compensation must be on file at the Imperial County Planning and Development Services Department.

Person/Firm	Address/City	Phone Number	Type of work to be performed

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

Property Owner's Name (printed): \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Address: \_\_\_\_\_

Location: \_\_\_\_\_ Permit # \_\_\_\_\_