



OWNER-BUILDER PROPERTY OWNER PACKAGE

City of Larkspur Building Department
400 Magnolia Ave.
Larkspur, CA 94939
(415) 927-5038

OFFICE USE ONLY

PERMIT NO.: _____

PROPERTY OWNER

Project Address: _____ APN: _____

Owner Name: _____

Mailing Address: _____ City/State/Zip: _____

Email: _____ Phone#: _____

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at the address above. The City of Larkspur Building Department is providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of the your responsibilities and possible risks you may incur by having this permit issued in your name as the Owner-Builder as required by California Health and Safety Code, Section 19825.

OWNER'S ACKNOWLEDGEMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand and/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 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 home owner'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 that building permits are not required to be signed by the 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 number on permits and contracts.
- ____ 5. I understand if I employ or otherwise engage any person, other than California licensed contractor, and the total value of my construction is at least five hundred dollars (\$500), including design, 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.

Continued on next page

- _____ 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 800-321-2752 or <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 address listed on this form.
- _____ 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 City of Larkspur Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this form and any other forms, plans, or documents associated with this permit application. I understand that licensed contractors are regulated by laws designed to protect the public. If I contract with someone who does not have a license, the Contractor's State License Board may be unable to assist me with any financial loss I may sustain as a result of a complaint. My only remedy against unlicensed contractors may be in civil court. I understand that if an unlicensed contractor or employee of that individual or firm is injured while working on my property, I may be held liable for damages. I understand that if I obtain a permit as Owner-Builder and wish to hire contractors, I will be responsible for verifying whether or not those contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be read, completed, and signed by the property owner and returned to the City of Larkspur Building Department. Note: A copy of the property owner's driver license, form notarization, or other verification acceptable to the City of Larkspur Building Department is required to be presented when the permit is issued to verify the property owner's signature.

SIGNATURE of Property Owner or Authorized Agent*	PRINT NAME	DATE
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AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

NOTE: The following Authorization form is required to 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.

Excluding the Notice to the Property Owner, the execution of which I understand is my personal 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 at the address listed at the top of this form.

Work Description: _____

Name of Authorized Agent: _____

Phone Number: _____ Email: _____

SIGNATURE of Authorized Agent	PRINT NAME	DATE
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I declare under penalty of perjury that I am the property owner for the address listed above and I am personally filled out the above information and certify its accuracy. Note: A copy of the owner's drivers license, form notarization, or other verification acceptable to the City of Larkspur is required to be presented when the permit is issued to verify the property owner's signature.

SIGNATURE of Property Owner	PRINT NAME	DATE
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*Requires Agent Authorization section on page 2.

