



Dear Property Owner:

An application for a building permit, number

PMT \_\_\_\_\_ - \_\_\_\_\_ has been
submitted in your name listing yourself as the
builder of the property improvements specified at
(project address):

[Empty dashed box for project address]

We are providing you with an Owner-Builder Acknowledgment 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 unless you, the property owner, obtain the prior approval of the San Luis Obispo County Building Official.

Owner's Acknowledgment and Verification of Information Directions:

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.

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## Owner-Builder Acknowledgment

\_\_\_\_\_ 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](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 following 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.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the County of San Luis Obispo Building Department for issuing the permit.

Property Owner			
Name	Phone Number	Email	
Mailing Address	City	State	Zip Code
Signature of Property Owner			

**Note: A copy of the property owner’s driver license, notarization, or other acceptable verification is required to be presented to verify the property owner’s signature.**