



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 state licensed contractor will be hired to do:

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

Contractor	Address/City	Phone No	License No	Type of Work

3. I will utilize unlicensed person(s) other than my immediate family to perform all of portions of the authorized work. I understand that I may be an employer (see reverse Side). A Certificate of Insurance covering workers' compensation must be on file at The City of Agoura Hills Building and Safety Department office.

Person/Firm	Address/City	Phone No	Type of Work

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

Property Owner's Signature: _____ Date: _____
 Job Address: _____ Permit No: _____

OWNER BUILDER INFORMATION

Attention Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified. For your protection, you should be aware that as “Owner-Builder”, you are responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they are personally performing work. If someone other than yourself is performing your work, you may protect yourself from possible liability if that person applies for the proper permit in his/her name.

Contractors are required by law to be licensed and bonded by the State of California and have a business license from the city or county where they do business. 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 immediate family and the work (including the materials and other costs is \$500.00 or more for the entire project and such persons are not licensed as contractors or subcontractors, then you may be considered an employer.

If you're 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 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). For more specific information, about your obligation under state law, contact the Department of Benefit payments and the division of Industrial Accidents.

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their own 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 owners 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.

Please complete the “Owner-Builder Verification” form (reverse side) so that we can confirm that you are aware of these matters. *The building permit cannot be issued until the verification has been completed and returned to the Building Department.*