



CITY OF SACRAMENTO

www.cityofsacramento.org

Help Line: 1-916-808-5656 OR 1-866-EZ-PERMIT
Inspection: 1-916-808-7622

New City Hall
915 I Street, 3rd Floor
Sacramento, CA 95814

North Permit Center
2101 Arena Blvd., Suite 200
Sacramento, CA 95834

OWNER-BUILDER INFORMATION

Attention Property Owner:

For your protection, you should be aware that, as “owner-builder”, you are the responsible party of record on such a permit. Property owners are not required to sign building permits unless they personally perform their own work. If a licensed contractor is performing your work, 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, 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, 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 more 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 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 State Contractors License Board at 9821 Business Park Dr., Sacramento, CA 95827 or on the internet at: <http://www.cslb.ca.gov>



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OWNER BUILDER VERIFICATION

1. Check one below – 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:

all of the authorized work. a portion of the authorized work.

Name _____ Phone _____

Address _____

Type of Work _____

Name _____ Phone _____

Address _____

Type of Work _____

Name _____ Phone _____

Address _____

Type of Work _____

Name _____ Phone _____

Address _____

Type of Work _____

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 on the reverse side of this form.

Signed: Property Owner _____ / _____

(Printed name) (Signature)

Date _____ Case No. _____ Permit No. _____

Job Address _____

Note: * Information regarding unknown contractors or change in subcontractors shall be submitted to the Building Inspection field office.