



**SAN JOAQUIN COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

1810 E. HAZELTON AVE., STOCKTON, CA 95205-6232
PHONE: 209/468-3121 FAX: 209/468-3163

OWNER/BUILDER VERIFICATION FORM

**AUTHORIZATION FOR APPLICATION FOR PERMIT(S) BY OTHER THAN
THE PROPERTY OWNER OR A LICENSED CONTRACTOR**

I, as the owner of the property, understand or have been informed that the application for a Building, Plumbing, and/or Electrical Permit must be signed by the owner of the property, his duly authorized agent or a licensed contractor.

I am also aware that I may designate a third party, such as a tenant or person in my employ, to sign the application for a permit on my behalf. I understand that the person's only responsibility or function is to acquire a permit on my behalf.

I am aware that the responsibility for the construction and compliance to codes and ordinances is entirely mine and I agree to accept the same.

Therefore, as the owner of _____
(Address of the site where work will be performed)

I do hereby authorize _____
(Name of person authorized to obtain permit)

to obtain a _____
(Type of permit and description of work)

in my name by affixing my name followed by his or her signature on the application.

Owner's Signature _____

Owner's Address/City _____

Owner's Telephone Number _____

FILL OUT BOTH SIDES OF THIS FORM IF BOX IS MARKED

An application for a building permit has been submitted in your name listing yourself as building the property improvement. 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 may be required 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 sub-contract, 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 \$500 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, Worker's 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 Worker's 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, the Department of Benefit Payments and the Division of Industrial Accidents may be contacted.

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform the 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 personally providing his or her own labor and material. Building permits are not required to be signed by property owners unless they are personally performing their own work. Information about licensed contractors may be obtained by contacting the Contractor's State License board at 1020 "N" Street, Sacramento, CA 95814.

The State of California Health and Safety Code, Section 19830, Chapter 9, Part 3, Division 13, requires the permitting agency to make you aware of these laws and ordinances, and requires you to complete this form and return it to us before we may issue your permit. Any contractor you list must have his State Contractors License number and a current, valid, Certificate of Worker's Compensation Insurance (or waiver) on file with the Contractors State Licenses Board

If you are hiring someone other than a contractor to do the work, your Worker's Compensation Insurance must be on file in this Department in the form of a valid, current certificate from your Insurance Agent.

Yes or No (Circle one) I personally plan to provide the major labor and materials for the construction of the proposed improvement.

I have or have not (Circle one) signed an application for a building permit for the proposed work.

I have contracted with the following person (firm) to provide the proposed construction:

Name & Contractor License Number _____
Address & City _____ Telephone Number _____

I plan to provide portions of the work, but I have hired the following person to coordinate, supervise and provide the major work:

Name & Contractor License Number _____
Address & City _____ Telephone Number _____

I will provide some of the work but I have contracted (hired) the following person(s) to provide the work indicated:

Name & Contractor License Number _____
Address & City & Type of Work _____ Telephone Number _____

Signature of Property Owner _____

Mailing Address _____

Location of project site address _____
(If different from above)

Telephone Number _____ **Date** _____

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