



# CITY OF COVINA

Community Development Department, Building Division  
125 East College Street Covina, CA 91723 (626) 384-5460

## *Notice to Property Owner*

An application for construction permit(s) has been submitted in your name listing yourself as the *owner-builder* of the property improvements specified at:

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(Printed address of improvements)

The City is providing you with an *owner-builder* notice and acknowledgment to inform you of the responsibilities and the risks associated with typical construction activities issued in your name.

The City will not issue a construction permit until you have read, and initialed your understanding of each provision. Please sign the bottom of the acknowledgment and return the original form with a copy of your driver's license, or other government issued identification which includes a legible signature, to the Covina Building Division. An agent of the owner can not execute this notice unless the property owner provides a written hardship and proper identification prior to permit application with the City. If you have any questions or concerns, please feel free to contact us.

## *Property Owner Acknowledgment*

Please read then initial each of the twelve statements below to signify your understanding and verification of this information. These are very important construction related acknowledgments required to inform and protect the property owner during the course of their requested permit activities.

- I.  I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" construction 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.
- II.  I understand construction 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.
- III.  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.

- IV. \_\_\_\_ I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- V. \_\_\_\_ 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.
- VI. \_\_\_\_ 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.
- VII. \_\_\_\_ 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.
- VIII. \_\_\_\_ 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.
- IX. \_\_\_\_ 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 for more information about licensed contractors.
- X. \_\_\_\_ I am aware of and consent to an Owner-Builder construction 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:

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(Property Address)

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(Scope of Construction Permit Requested)

- XI. \_\_\_\_ 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.
- XII. \_\_\_\_ 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 construction permit can be issued, this form must be completed, signed by the property owner then the original document must be returned to the City during the application process. **A copy of the property owner’s driver’s license, notarized letter, or other government issued identification with a legible signature is required to be presented when the permit is issued to verify the property owner’s signature.***

Property Owner’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Note: The following Authorization Form is required to be completed by the property owner only when designating an agent to apply for a construction permit on their behalf as Owner-Builder.*

### **AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

Excluding the Notice to 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. For authorization of more than one agent, please complete additional forms.

\_\_\_\_\_  
(Printed Name of Authorized Agent)

\_\_\_\_\_  
(Authorized Agent's Telephone Number)

\_\_\_\_\_  
(Address of Authorized Agent)

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

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

