



OWNER/BUILDER FORM

BUILDING & SAFETY DIVISION

(530) 795-4910 ext. 112 or 117
318 First Street

FAX (530) 795-4935
Winters, CA 95694

Property Owner: A building permit application has been submitted in you name listing you as the builder of the property improvements specified.

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 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 or her name. Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the City of Winters. 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 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 the 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, 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 obligation under Federal Law, contact the Internal Revenue Service (and, if you wish the US Small Business Administration). For more specific information about your obligations under State Law, contact the department of Benefit Payment 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 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 materials 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 at 1-800-321-2752 or at <http://www.cslb.ca.gov>.

1. I personally plan to provide the major labor and materials for construction of the proposed improvement.
(YES/NO)

2. I (HAVE/HAVE NOT) signed an application for a building permit for the proposed work.

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

Name: _____ Contractors License Number _____
Address: _____ City: _____ Phone: _____

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

Name: _____ Contractors License Number _____
Address: _____ City: _____ Phone: _____

5. I will provide some of the work but I have contracted the following persons to provide the work indicated:

Name: _____ Contractors License Number _____
Address: _____ City: _____ Phone: _____

Print Name: _____ Signed: _____ Date: _____