OWNER – BUILDER PACKET

WHO CAN PULL A BUILDING PERMIT?

1. A RESIDENTIAL PROPERTY OWNER;
2. A STATE OF CALIFORNIA LICENSED CONTRACTOR; or
3. AN AGENT FOR A RESIDENTIAL PROPERTY OWNER/CONTRACTOR (with proper authorization)

A residential tenant of a building CANNOT pull a permit unless authorized as an agent for the property owner or contractor (see below)

The following are required to obtain a building permit in Santa Monica:

Property Owners
1. Proof of identification (driver’s license, state issued ID card, Alien Registration Card or U.S. Passport – photo ID’s only);
2. Proof of ownership if there has been a recent transfer of ownership (e.g. Grant Deed, Escrow Closing Statement);
3. Completed and signed ‘Owner-Builder Acknowledgement and Verification Form’ below;

Trust – If the property is owned by a Trust, a copy of the trust paperwork showing the trustee or executor as an authorized signatory for the property.

Corporation, LLC or Partnership – If the property is owned by a Corporation, LLC, or Partnership, you will need to provide a copy of the operating agreement or corporate paperwork from when the corporation was formed, which verifies the President, Vice-President, CEO, Partner, or Managing Member.

Condominiums and Townhomes— If the project is in the common area or exterior of a condominium building, a letter of authorization signed by the HOA president is required along with documentation (e.g. HOA minutes) verifying the authenticity of the president’s position with the HOA. Alternatively, authorization from all condominium owners may be considered.

Agents acting on behalf of property owners shall provide the following additional documentation:
1. Completed ‘Authorization of Agent to Act on Property Owner’s Behalf’ at the bottom of the ‘Owner-Builder Acknowledgement and Verification Form’ form with notarized property owner signature.

Contractors
1. Proof of identification (driver’s license, state issued ID card, Alien Registration Card or U.S. Passport – photo ID’s only);
2. Current City of Santa Monica business license;
3. Proof of current State of California Contractor’s License & classification (pocket card);
4. Proof of valid Worker’s Compensation Insurance;

Condominiums and Townhomes— If the scope of work is in the common area or exterior of a condominium building, a letter of authorization (signed by the HOA president) is required along with the HOA minutes to verify the president.

Agents of contractors shall provide the following additional documentation:
1. Letter of Authorization on the contractor’s letterhead authorizing a person (not a business) to pull the building permit.
OWNER-BUILDER ACKNOWLEDGMENT AND VERIFICATION FORM
Pursuant to State of California Health and Safety Code Section 19825-19829

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 at:

(Job address)

The City of Santa Monica (“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 in the Property Owner Acknowledgment (“Acknowledgment”) section below. 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 City of Santa Monica Building & Safety Division. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the City of Santa Monica.

PROPERTY OWNER ACKNOWLEDGMENT

Please read and initial each statement below to signify your understanding and verification of this information. These are very important construction related acknowledgments required to inform 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” building 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 building 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 building 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:

_______________________________________________ (Job Address)

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 Contractor’s 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 coverage.

Before a building permit can be issued, this form must be completed, signed by the property owner and returned to the City of Santa Monica Building and Safety Division. The property owner signature is required to be notarized when property owner is not present at time of building permit issuance.

Property Owner Name (print) ___________________________ Property Owner 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 Owner-Builder Acknowledgement and Verification Form, 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.

(Job address)

(Scope of construction project or description of work)

Name of authorized agent

Address of authorized agent

Phone number of authorized agent

Email address of authorized agent

I declare under penalty of perjury according to the laws of the State of California that I am the property owner for the address listed above, that the foregoing is true and correct, and I personally filled out the above information and certify its accuracy. The property owner signature is required to be notarized when property owner is not present at time of building permit issuance.

Property Owner Name (print)  Property Owner Signature  Date