



## **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.
2. Proof of identification for authorized agent. The name on the authorization form must match agent's identification.

### **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.
2. Proof of identification for authorized agent. The name on the authorization letter must match agent's identification.



## **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:

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(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.



**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.

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(Job address)

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(Scope of construction project or description of work)

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Name of authorized agent

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Address of authorized agent

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Phone number of authorized agent

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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.***

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Property Owner Name (print)

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Property Owner Signature

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Date