



300 Tamalpais Drive  
Corte Madera, CA 94925  
415-927-5062 (fax) 415-927-5039

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## **NOTICE TO PROPERTY OWNER**

### ***IMPORTANT!***

Dear Property Owner:

An application for a building permit has been submitted in your name listing you as the builder of the property improvements at the following project location:

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We are providing you with this Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and of the possible risk you may incur by having this permit issued in your name as the Owner-Builder. **We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to the Corte Madera Building Division.** (An agent of the owner cannot execute this notice unless you, the property owner, obtain prior approval of the Town of Corte Madera Building Division.)

### **OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION**

*DIRECTIONS: Read each statement below, and initial in the space to the left, to signify that you understand or verify this information.*

- \_\_\_\_\_ 1. I understand and affirm the following: that 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; that 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 they are working on my property; that my homeowner's insurance may not provide coverage for those injuries; and that I am willfully acting as an Owner-Builder and am aware of the possible limits of my insurance coverage for injuries to workers on my property.
- \_\_\_\_\_ 2. I understand that building permits are not required to be signed by property owners unless the property owners are *responsible* for the construction and are not hiring licensed Contractors to assume this responsibility.
- \_\_\_\_\_ 3. I understand that 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.
- \_\_\_\_\_ 4. I understand that Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- \_\_\_\_\_ 5. I understand that 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, that I may be considered an "employer" under state and federal law.
- \_\_\_\_\_ 6. I understand that 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 that my failure to abide by these laws may subject me to serious financial risk.

- \_\_\_\_7. I understand that 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.
- \_\_\_\_8. I understand that 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.
- \_\_\_\_9. I understand that 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 that I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or [www.cslb.ca.gov](http://www.cslb.ca.gov) for more information about licensed contractors.
- \_\_\_\_10. 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:
- \_\_\_\_\_
- \_\_\_\_11. 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.
- \_\_\_\_12. I agree to notify the Town of Corte Madera 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 the status of their workers' compensation insurance coverage and whether or not those Contractors are properly licensed.

**Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the Corte Madera Building Division. *Note: A copy of the property owner's driver's license, notarization of this form, or other verification acceptable to the Town of Corte Madera, is required to be presented prior to issuance of the building permit, in order to verify the property owner's signature.***

Signature of property owner \_\_\_\_\_ Date: \_\_\_\_\_