



City of Lathrop
Building Department

OWNER-BUILDER FORM

390 Towne Centre Drive – Lathrop, CA 95330
Email: PermitOffice@ci.lathrop.ca.us
Phone #: (209) 941-7270

NOTICE TO PROPERTY OWNERS – OWNER-BUILDER FORM

This form is required to be read, acknowledged, and completed with signature by the Property Owner of the Property that a Permit Application is being applied for. Property Owners pulling permits for their residence are required submit this form with Application Submittals if they are not using a Contractor and have completed the Owner-Builder Declaration Section of the Permit Application.

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements. We are providing you with an Owner-Builder Acknowledgement and Information Verification Form to make you aware of your responsibilities and 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 submitted this form to us electronically through the permit portal. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGEMENT AND VERIFICATION OF INFORMATION

Read and initial each statement below to acknowledge, under penalty of perjury, that you understand or verify this information.

- ☐ 1. I understand 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 personally providing their own labor and material. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and their employees while working on my property. My homeowner's insurance may not provide coverage for such injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for those injuries to workers on my property.
- ☐ 2. 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.
- ☐ 3. 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 their name instead of my own.
- ☐ 4. I understand 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 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.



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- ___ 6. 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 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.
- ___ 7. 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 (4) within any calendar year, or all of the work is performed under contract with a licensed general building contractor.
- ___ 8. 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.
- ___ 9. I understand I may obtain more information regarding my obligations as an “employer” from the Internal Revenue Service (IRS), the United States Small Business Administration (SBA), the California Employment Development Department (EDD), and the California Department of Industrial Relations (DIR). I also understand I may contact the California Contractors’ State License Board (CSLB) 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 legal and financial party responsible for proposed construction activity at the following address: _____.
- ___ 11. I agree that as the legal and financial party 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 City of Lathrop Building Department 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 I contract with any person who does not have a license, the Contractors’ State License Board may be unable to assist me with any financial loss I may sustain because of a complaint. My only remedy against unlicensed contractors may be in civil court. I understand that if an unlicensed contractor or employee of that person or firm is injured while working on my property, I may be held liable for damages. If I obtain an Owner-Builder building permit, and wish to hire contractors, I will be responsible for verifying that the hired contractors are properly licensed and the status of their workers’ compensation insurance coverage.

Note: A copy of the Property Owner’s Driver’s License, Form Notarization, or other identity verification may be required by the Building Department to verify the Property Owner’s signature matches what was submitted.

Property Owner (Print Name): _____

Signature of Property Owner: _____ Date: _____