

HOMESTEAD AFFIDAVIT – Information Sheet

State laws and City ordinances allow homeowners to obtain permits and perform certain construction work on their residence (i.e. homestead) without registering as a contractor and/or holding certain state contractor licenses, provided they qualify for the applicable homeowner exemptions.

A homeowner acting as their own contractor for a Residential Building Permit must certify that:

1. The property is their owner-occupied, primary residence (homestead);
2. They will personally perform the work described in the permit application;
3. They will not be assisted by any person performing any portion of the work for compensation or other remuneration;
4. They accept responsibility for ensuring the work complies with all applicable codes and regulations; and
5. They will obtain all required permits and inspections.

To verify eligibility, homeowners must complete and submit the attached Homestead Affidavit (see page 2). By signing the affidavit, the homeowner acknowledges responsibility for complying with all applicable codes, permit requirements, and required inspections throughout the project.

Notes:

1. Natural Gas Systems: A permit shall not be issued to a property owner for construction, alteration, installation, or repairs to natural gas service systems unless the property owner is a State of Texas licensed master plumber (see City of Portland Code of Ordinances, Chapter 4, Article II, Sec. 4-19).
2. Permit Submittal Requirements: Submission of a Homestead Affidavit does not waive plan submittal or plan review requirements. Depending on the scope of the project, engineered plans, calculations, or additional approvals may be required regardless of whether the work is performed by the homeowner or a licensed contractor.

Development Services Department
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Portland, Texas 78374
Phone: (361)777 - 4550
E-mail: permits@portlandtx.gov



HOMESTEAD AFFIDAVIT

☐ Plumbing ☐ Electrical ☐ Mechanical ☐ Irrigation ☐ Fence
☐ Window/Siding/Door ☐ Roof ☐ Other: _____

I hereby swear or affirm that the work I propose to do is on a property owned by me and claimed as my homestead. All work will be performed myself, and will not be contracted, or subcontracted to another person/entity for compensation or other remuneration. I accept full responsibility for ensuring that all work complies with the City of Portland Code of Ordinances and all currently adopted applicable construction codes. I agree to obtain all required permits, submit any required plans or supporting documentation, schedule and obtain all required inspections, and obtain final approval prior to occupancy or use.

I understand that providing false information on this affidavit or failing to comply with applicable laws and codes may result in permit revocation, enforcement action, and any other remedies authorized by law.

I understand that future transfers of the property may be subject to the disclosure requirements of the Texas Property Code, including the Seller's Disclosure Notice, and that the City makes no representation regarding the homeowner's obligations under those laws.

I have read and fully understand the above and swear or affirm under oath before the Code Official or his representative that I qualify for this Homestead Permit.

Owner's Signature _____

Owner's Address _____

Owner's Phone Number _____

Date _____

The State of Texas

BEFORE ME, the undersigned authority, on this day personally appeared, _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes herein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20____.

Notary Public for the State of Texas

Print Name

My Commission Expires _____

Note: This document must be presented with proof of homestead exemption. Proof may be given by, among other instruments, a printout from the San Patricio County Appraisal Districts website stating the owner's name, property address, and homestead exemption.