



**CITY OF AGOURA HILLS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING & SAFETY DIVISION**  
30001 LADYFACE COURT, AGOURA HILLS, CA 91301

Phone: (818) 597-7334  
Email: Permits @AgouraHillsCity.org  
www.AgouraHillsCity.org

**OWNER-BUILDER ACKNOWLEDGMENT FORM**

(HSC Section 19825-19829)

**To Property Owner:** An application for the construction permit(s) has been submitted in your name listing yourself as the owner-builder of the property improvements at:

Project Address:

The City of Agoura Hills ("City") is providing you with an *owner-builder* notice and acknowledgment to inform you of the responsibilities and 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 Agoura Hills 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 Agoura Hills.

**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.**

1.  I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" construction permit that erroneously implies that the property owner is providing his or her own labor and materials 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.
2.  I understand construction 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 construction permit. I understand that I may protect myself from potential risk by hiring a licensed contractor and having the permit filed in his or her 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 \$500, including labor and materials, I may be considered an "employer" under state and federal law.
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 worker's 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.
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 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



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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 IRS, the US 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](http://www.cslb.ca.gov) for more information about licensed contractors.
10. [ ] I am aware of and consent to an owner-builder construction permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the above-noted 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 Agoura Hills Building Safety Division 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 an *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.

[ ]  
Property Owner’s Name (print)      [ ]  
Property Owner’s Signature      [ ]  
Date

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER’S BEHALF**

Excluding the Notice to Property Owner, 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.

APN: [ ]      Name of Authorized Agent: [ ]  
Permit Number/s: [ ]      Address: [ ]  
[ ]      [ ]  
Phone: [ ]

Project Address: [ ]      Description of work: [ ]  
[ ]      [ ]  
[ ]      [ ]

=====

**I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.**

[ ]      [ ]      [ ]  
Property Owner’s Name (print)      Property Owner’s Signature      Date

***Note: A copy of the owner’s driver’s license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner’s signature.***



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**PROJECT ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_

**OWNER-BUILDER DECLARATION**

I hereby affirm under penalty of perjury, that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do ☐ all of or ☐ portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of the property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of the property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

☐ I am exempt from licensure under the Contractors' State License Law for the following reason(s):  
\_\_\_\_\_

By my signature below, I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

\_\_\_\_\_  
Property Owner's Name (print)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**PERMIT CERTIFICATION**

I certify under penalty of perjury that I have read this application and state that the above information is correct. I agree to comply with all City Ordinances and state laws relating to building construction and hereby authorize representatives of the City of Agoura Hills to enter upon the above-mentioned property for inspection purposes. I also agree to save, indemnify, and hold harmless the City and its agents against all liabilities, judgments, costs, and expenses which may in any way accrue against said agency in consequence of the granting of this permit.

\_\_\_\_\_  
Property Owner's Name (print)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date