CITY OF ESCALON

DEVELOPMENT SERVICES

2060 McHenry Avenue ▪ Escalon, California 95320 ▪ Office 209.691.7430 Fax 209.691.7439 ▪ Email dtrejo@cityofescalon.org

REROOF PERMIT APPLICATION

Project Information

Property Location (Street Address): _____ Lot, Bldg, Ste#: _____

Parcel # _____ -_____ -_____ Building Sq.Ft: _____ Garage Sq.Ft: _____ Total Roofing Squares: _____

Building Type:	[ ] Commercial	[ ] Industrial	[ ] Residential	[ ] Other

Existing Roof Information

Roof Slope: _____(In Inches) No. of Existing Layers: _____ Existing Covering Be Removed? [ ] Yes [ ] No

Type of Existing Roof Covering: _____ Type of Existing Sheathing: _____

New Roof Information

Roofing Material:	[ ] Comp. shingles	[ ] Built-up roof	[ ] Cement	[ ] Concrete Tile	Other: _____
Underlayment:	[ ] 1 Layer 30# Felt	[ ] 1 Layer 15# Felt	**Total Valuation**:$ _____		

Describe replacement of any roof sheeting, framing, flashing, and other related work: _____

_____

_____

Property Owner Information

Property Owner Name: _____ Phone #: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Licensed Professional Information

Contractor: _____ Phone #: _____

Contractor License #: _____ Class: _____ Cell #: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

I understand that a letter of authorization from the contractor is required if the applicant is not the license holder. This letter must be on company letterhead and submitted before the application can be processed. You may submit the letter in person, via fax, or via e-mail.

☐ I am ***OWNER*** (no letter needed) ☐ I am ***CONTRACTOR*** (no letter needed) ☐ I am ***AUTHORIZED AGENT*** (must provide authorization letter)

By my signature below, I certify to each of the following statements:

I am the property owner or authorized to act on the property owner's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable City and County ordinance, rules, regulations, and State laws relating to building construction, and with any and all agents, and employees from any and all claims and liability for personal injury, including death, and property damage caused by, arising out of, or in any way connected with the issuance of this permit. I authorize representatives of the City of Escalon to enter the above mentioned property for inspection purposes.

Contractor, Property Owner or Authorized Agent's Signature: _____

Print Name: **Date:**

OFFICIAL USE

Date Received: _____

Permit #: _____

Deposit Amnt: _____

Comments: _____

_____

_____

_____

Reviewed By: _____

Licensed Contractor Declaration

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professionals Code and that my contractor's license is in full force and effect and that all of the information provided by me regarding this is true and correct. I also affirm under penalty of perjury that my Worker's Compensation Declaration or Certificate of Exemption from Worker's Compensation Insurance and lend agency information are true and correct.

State of California Contractor's License #: _____ Class: _____ Expiration Date: _____

City of Escalon Business License #: _____ Expiration Date: _____

Contractor or Authorized Agent's Signature: _____

Worker's Compensation Declaration

I hereby affirm that I have a certificate of self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec. 3000, Lab. C).

Policy#_____ Company _____

Expiration Date_____ Applicant Signature _____

Certificate of Exemption from Worker's Compensation Insurance

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California.

Applicant Signature_____ Dated_____

NOTICE TO APPLICANT: If after making this Certificate of Exemption you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions or this permit shall be deemed revoked.

Construction Lending Agency

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Cir. C).

Lender's Name_____Lender's Address_____

Owner – Builder Declaration

I hereby affirm under penalty of perjury that I am exempt from provisions of Chapter 9, Division 3, B&D Code of the Contractor's License Law because (check applicable statements)

( ) A. I am the owner of the above property and I will contract to have all of the work performed by licensed contractors.

( ) B. I am the owner of the property and the work will be partially accomplished in accordance with Statement "A" and the other work will be accomplished in accordance with Statement "C".

( ) C. I am the owner of the above property and I will perform all the above work personally or through my employees whose sole compensation will be wages, and the above described structure is not intended or offered for sale.

Applicant Signature_____ Dated_____

Print Name of Signer_____

I CERTIFY THAT I HAVE READ THIS APPLICATION AND STATE THAT THE ABOVE INFORMATION IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND COUNTY ORDINANCES AND STATE LAWS RELATING TO BUILDING CONSTRUCTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY TO ENTER THE MENTIONED PROPERTY FOR INSPECTION PURPOSES.

Applicant or Agent Signature_____ Dated_____

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INSPECTIONS

Re-roofing inspections shall be as follows, unless otherwise authorized or required by the building inspector:

A. **PRE-ROOFING OR TEAR-OFF INSPECTION**: To be performed after the removal of old roofing material, and before any sheathing is covered, or in the case of an overlay, before any roof covering is installed. The inspector shall check the structural integrity of the existing roof construction. If the new roofing is to be overlaid on the existing material, the inspector shall verify that the application will not exceed the limitations specified in the 2010 CBC, Chapter 15, Section 1510.3

B. **SHEATHING INSPECTION**: To be performed after new sheathing is installed but before it is covered up by roofing material. (This inspection is not required for an overlay project)

C. **FINAL ROOFING INSPECTION**: The inspector shall verify that the material is installed in accordance with the applicable code provisions and the terms of the listing. The inspector shall verify that the roof covering is a minimum Class B material. Other items checked at this time shall include fasteners, flashings, vents and drains.

Calculating Your Attic Ventilation Requirements

Example:
Calculating the number of attic vents needed for a 30'x 40' attic

STEP 1..... *Calculate attic square footage*
How: Multiply length of attic (in feet) times width of attic (in feet)
30' x 40' = 1,200 square feet

STEP 2..... *Calculate NFA (Net Free Area of ventilation) needed for this attic by using the "1:150" rule*
How: Divide attic square footage by 150
1,200 sq. ft. ÷ 150 = 8 square feet of NFA needed

STEP 3..... *Convert square feet of NFA to square inches*
How: Multiply square feet of NFA by 144
8 sq. ft. x 144 = 1152 square inches of NFA needed

STEP 4..... *Split the amount of NFA needed equally between the intake and the exhaust (High and Low vents)*
How: Divide square inches of NFA needed by 2
1152 sq. in. ÷ 2 = 576 square inches of NFA needed equally for "High" & "Low" (a least 30% of the "High" NFA is within 2 feet vertical distance of the roof ridge).

STEP 5..... *Calculate # of gable, dormer, and/or eave vents needed*
NFA per vent varies on manufacture and design: Some examples:
18"x24" Rectangle Gable vents can range from:
60 to 150 sq.in. of NFA
4"x16" Eave vents have approx. 22 sq.in. of NFA
Dormer vents can range from 50 to 100 sq.in. of NFA

STEP 6..... **Example....Type "A" Dormer vents = 100 sq.in NFA - Type "B" Eave vents = 22 sq.in. NFA**
576 sq.in. "High" NFA ÷ 100 = 5.76 or 6 Type "A" Dormer vents
576 sq.in. "Low" NFA ÷ 22 = 26.18 or 26 Type "B" Eave vents

Provide Calculations Below or See Chart Below:

1. _____attic length **X** _____attic width= _____Attic Square Footage.
2. _____Attic sq. ft. **÷ 150 =** _____NFA sq. ft.
3. _____NFA sq. ft. **X 144 =** _____sq. inches of NFA.
4. _____NFA sq. inches **÷ 2 =**_____sq. in. "High" and _____sq. in. "Low".
5. Provide the sq. in. of NFA for the proposed type of vents:

   _____sq. in. Dormer Vent _____sq. in. Eave Vents _____sq. in. Others
6. _____sq. in. "High" NFA ÷ _____sq. in. = _____ of _____Vents.

   _____sq. in. "Low" NFA ÷ _____sq. in. = _____ of _____ Vents.

Building Square Footage	Vent. Area sq. in. (total)	30% of Free Ventilation Area Within 24" of the Ridge	Building Square Footage	Vent. Area sq. in. (total)	30% of Free Ventilation Area Within 24" of the Ridge
1000	960	288	2000	1920	576
1100	1056	317	2100	2016	605
1200	1152	346	2200	2112	634
1300	1248	374	2300	2208	662
1400	1344	403	2400	2304	691
1500	1440	432	2500	2400	720
1600	1536	461	2600	2496	749
1700	1632	490	2700	2592	778
1800	1728	518	2800	2688	806
1900	1824	547	2900	2784	835

INSTALLATION CERTIFICATE: Residential Reroof		CF-6R-ENV-01
Site Address:	**Enforcement Agency:**	**Permit Number:**

If more than one person has responsibility for installation of the items on this certificate, each person shall prepare and sign a certificate applicable to the portion of construction for which they are responsible; alternatively, the person with chief responsibility for construction shall prepare and sign this certificate for the entire construction. All applicable Mandatory Measures with check boxes are required to be checked to ensure the mandatory measures have been met.

CEILING INSULATION

Rigid: _____ Brand Name: _____

Batt or Blanket Type: _____ Brand Name: _____

Loose Fill Type: _____ Thermal Resistance (R-Value): _____

Spray Foam Type: _____ Brand Name: _____

Installed Actual Thickness (inches): _____ Contractor's min installed weight/ft² _____lb

Manufacturer's installed weight per square foot to achieve Thermal Resistance (R-Value):

☐ §150(a): Minimum R-19 insulation in wood-frame ceiling or equivalent U-factor.

☐ §118(a): Insulation installed meets Standards for Insulating Material.

☐ §150(g): Mandatory Vapor barrier installed in Climate Zones 14 or 16.

ROOFING PRODUCTS (COOL ROOFS) *§151(f)12*

☐ Check this box if the newly installed roof is exempted from the roofing product "Cool Roof" requirements as indicated on the CF-1R-Alt-Reroof form for this project. Otherwise fill in the table below.

CRRC Product ID Number[1]	Roof Slope ≤ 2:12	Roof Slope > 2:12	Product Weight < 5lb/ft²	Product Weight ≥ 5lb/ft²	Product Type[2]	Aged Solar Reflectance[3,4]		Thermal Emittance	
	☐	☐	☐	☐		☐[4]			
	☐	☐	☐	☐		☐[4]			

1. **CRRC-1 label information is available is on the package of the roofing product being installed and attach the CRRC label to this form.**

2. Indicate the type of product is being used for the roof top, i.e. single-ply roof, asphalt roof, metal roof, etc.

3. If the Aged Reflectance is not available in the Cool Roof Rating Council's Rated Product Directory then use the Initial Reflectance value from the same directory and use the equation $(0.2+0.7(\rho_{initial} - 0.2)$ to obtain a calculated aged value. Where ρ is the Initial Solar Reflectance.

4. Check box if the Aged Reflectance is a calculated value using the equation above.

To apply **Liquid Field Applied Coatings**, the coating must be applied across the entire roof surface and meet the dry mil thickness or coverage recommended by the coatings manufacturer and meet minimum performance requirements listed in §118(i)4. Select the applicable coating:

☐ **Aluminum-Pigmented Asphalt Roof Coating** ☐ **Cement-Based Roof Coating** ☐ **Other** _____

DECLARATION STATEMENT

- I certify under penalty of perjury, under the laws of the State of California, the information provided on this form is true and correct.
- I am eligible under Division 3 of the Business and Professions Code to accept responsibility for construction, or an authorized representative of the person responsible for construction (responsible person).
- I certify that the installed features, materials, components, or manufactured devices identified on this certificate (the installation) conforms to all applicable codes and regulations, and the installation is consistent with the plans and specifications approved by the enforcement agency.
- I reviewed a copy of the Certificate of Compliance (CF-1R) form approved by the enforcement agency that identifies the specific requirements for the installation. I certify that the requirements detailed on the CF-1R that apply to the installation have been met.
- **I will ensure that a completed, signed copy of this Installation Certificate shall be posted, or made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a signed copy of this Installation Certificate is required to be included with the documentation the builder provides to the building owner at occupancy.**

Company Name: (Installing Subcontractor or General Contractor or Builder/Owner)		
Responsible Person's Name:		Responsible Person's Signature:
CSLB License:	Date Signed:	Position With Company (Title):

Prescriptive Certificate of Compliance: Residential Reroof		CF-1R-ALT-ReRoof
Project Address:	Climate Zone	Permit #

ROOFING PRODUCTS (COOL ROOFS) *§151(f)12*

When the area of exterior roof surface to be replaced exceeds 50% of the existing roof area, or 1,000 ft², whichever is less, the new roofing area must meet the roofing product "Cool Roof" requirements of §152(b)1Hi, 152(b)1Hii, or 152(b)1Hiii.

Check applicable **alternative** or **exception** below if the roof alteration is exempt from the roofing product "Cool Roof" requirements:

- ☐ Cool roofs not required in Climates Zones 1-12, 14, and 16 with a low sloped roof pitch (less or 2:12 pitch).
- ☐ Cool roofs not required in Climates Zones 1-9, and 16 with a steep-sloped roofs (greater pitch than 2:12) and product weight less than 5/lb/ft².

Alternatives to §152(b)1Hi and §152(b)Hii, Steep-slope roof *(pitch > 2:12)*

- ☐ Insulation with a thermal resistance of at least 0.85 hr·ft²·°F/Btu or at least a 3/4 inch air-space is added to the roof deck over an attic; or
- ☐ Existing ducts in the attic are insulated and sealed according to §151(f)10; or
- ☐ In climate zones 10, 12 and 13, with 1 ft2 of free ventilation area of attic ventilation for every 150 ft2 of attic floor area, and where at least 30 percent of the free ventilation area is within 2 feet vertical distance of the roof ridge; or
- ☐ Building has at least R-30 ceiling insulation; or
- ☐ Building has radiant barrier in the attic meeting the requirements of §151(f)2; or
- ☐ Building has no ducts in the attic; or
- ☐ In climate zones 10, 11, 13 and 14, R-3 or greater roof deck insulation above vented attic.

Exception to §152(b)1Hiii, Low-slope roof *(pitch ≤ 2:12)*

- ☐ Building has no ducts in the attic.

Other Exceptions

- ☐ Roofing area is covered by building integrated; photovoltaic panels and solar thermal panels are exempt from the Cool Roof criteria.
- ☐ Roof constructions that have thermal mass over the roof membrane with at least 25 lb/ft2 are exempt from the Cool Roof criteria.

NOTE: *If any one of the alternatives or exception is checked the Aged Solar Reflectance and Thermal Emittance requirements for roofing products in §118(i) are not applicable. Do not fill table below.*

CRRC Product ID Number[1]	Roof Slope ≤ 2:12	Roof Slope > 2:12	Product Weight < 5lb/ft²	Product Weight ≥ 5lb/ft²	Product Type[2]	Aged Solar Reflectance[3,4]		Thermal Emittance	SRI[5]
	☐	☐	☐	☐		☐[4]			
	☐	☐	☐	☐		☐[4]			

Note: *If no CRRC-1 label is available, this compliance method cannot be used, use the Performance Approach to show compliance,*

1. *The CRRC Product ID Number can be obtained from the Cool Roof Rating Council's Rated Product Directory at www.coolroofs.org/products/search.php*
2. *Indicate the type of product is being used for the roof top, i.e. single-ply roof, asphalt roof, metal roof, etc.*
3. *If the Aged Reflectance is not available in the Cool Roof Rating Council's Rated Product Directory then use the Initial Reflectance value from the same directory and use the equation $(0.2+0.7(\rho_{initial} - 0.2)$ to obtain a calculated aged value. Where ρ is the Initial Solar Reflectance.*
4. *Check box if the Aged Reflectance is a calculated value using the equation above.*
5. *Calculate the SRI value by using the SRI- Worksheet at http://www.energy.ca.gov/title24/ and enter the resulting value in the SRI Column above and attach acopy of the SRI- Worksheet to the CF-1R.*

To apply **Liquid Field Applied Coatings,** the coating must be applied across the entire roof surface and meet the dry mil thickness or coverage recommended by the coatings manufacturer and meet minimum performance requirements listed in §118(i)4. Select the applicable coating:

☐ Aluminum-Pigmented Asphalt Roof Coating ☐ Cement-Based Roof Coating ☐ Other _____

NOTE*: When a Cool Roof is required, the installing contractor shall complete and submit the **CF-6R-ENV-01** for final inspection.*

Declaration Statement

- I certify under penalty of perjury, under the laws of the State of California, the information provided on this form is accurate and complete.
- I certify that the energy features and performance specifications identified on this Certificate of Compliance conform to the requirements of Title 24, Parts 1 and 6 of the California Code of Regulations.

Name:	Signature:
Company:	Date:
Address:	License:
City/State/Zip:	Phone:

For assistance or questions regarding the Energy Standards, contact the Energy Hotline at: 1-800-772-3300.

Smoke & Carbon Monoxide Alarms

Code Requirement

-Residential Smoke & Carbon Monoxide Alarms for existing dwellings-

State Building Code Requirement effective **January 1, 2011**

2010 California Residential Code section **R314 & R315**

Where a permit is required for alterations, repairs or additions exceeding $1000 in valuation, **including exterior work, i.e. roofing, HVAC change-outs, windows, etc.** existing dwelling or sleeping units that have attached garages or fuel burning appliances including fireplaces shall be provide with a carbon monoxide alarm.

Carbon monoxide alarms shall be installed in the following locations:

1. Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s).
2. On every level of a dwelling unit including basements.
3. Bedrooms with gas appliances (fireplaces).

Smoke alarms shall be installed in the following locations:

1. In every bedroom
2. Outside each separate dwelling unit sleeping area; (hallways)
3. On every level of the dwelling unit including basements.

Power supply. The smoke & carbon monoxide alarms shall receive their primary power from the building wiring and shall be equipped with a battery back-up.

> Exception: In existing dwelling units the alarms are permitted to be solely battery operated where repairs or alteration do not result in the removal or wall and ceiling finishes or there is no access by means of attic basement or crawl space.

Interconnection. Where more than one smoke & carbon monoxide alarm is required to be installed within the dwelling unit or within a sleeping unit the alarm shall be interconnected in a manner that activation of one alarm shall activate all of the alarms.

> Exception: Interconnection is not required in existing dwelling units where repairs do not result in the removal of wall and ceiling finishes, there is no access by means of attic, basement or crawl space.

The Building Inspector will verify the installation of the smoke & carbon monoxide alarm(s) during the inspection process.

OR

Complete and sign under the penalty of perjury the verification form on the reverse side of this notice.

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SMOKE & CARBON MONOXIDE ALARM RETROFIT VERIFICATION

I,_____ , and I,_____ ,
(Print Property Owner's Name) **(Tenant's Name - if same as Owner write "Same")**

who own and/or live in the dwelling located at:_____
(Address)

verify that the smoke & carbon monoxide alarms required by the California Residential Code (CRC) have been installed in the dwelling, in compliance with the code and with the manufacturer's instructions and further that they have been tested and do function properly.

In an effort to enhance life safety within dwellings, CRC Section R314 and R315 require the retrofit of these alarms in existing dwellings when alterations, repairs or additions requiring a permit and exceeding $1,000 in value are made. Generally, the alarms must be hard wired (110 volt) with battery back-up and all alarms are to be interconnected. If the installation of the alarms will require the removal of wall or ceiling finishes or there is no access by means of attic, basement or crawl space, then alarms may be solely battery operated and not interconnected. Alarms must be installed in **all** of the following locations within the existing dwelling:

- In all bedrooms (Smoke alarms) CO alarms in bedrooms with a gas appliance
- Immediately outside of each separate bedroom area.
- In each story level of the dwelling, including basements and habitable attic rooms.

I have read and understand the above requirements and affirm by my signature, that all required alarms mentioned above have been properly installed and tested. (Both signature lines below must be completed).

_____ _____
Signature of Owner Date *Signature of Tenant* Date
(If same as Owner - write "Same")

ATTENTION OWNER - OCCUPANT:

This is a Voluntary Smoke & Carbon Monoxide Alarm verification procedure. If you prefer a Building Inspector to perform the verification, you must arrange to have an adult present at the time of inspection.

NOTICE

STATE LAW REQUIREMENT

Important information you need to know ***BEFORE*** pulling your permit!

The term "Owner-Builder" can mean three different things: "Owner as *Worker*", "Owner as *Contractor*" or "Owner as *Employer*"

Understand each has Benefits or Risk, and it is possible to combine them!

Hiring a California Licensed Contractor means you do not personally perform any of the construction work, the permit is not taken out in your name, you are not personally responsible for the construction and you are *not* an Owner-Builder. Instead, you become a "Customer" and California law provides you the benefit of protection from poor workmanship, failure to finish the job and financial risk due to worker injury.

Benefit/Risk: Highest Benefits and the Least amount of Risk

Owner-as-*Worker* is a type of Owner-Builder where you *personally perform* the construction work, the permit is taken out in your name and you are *personally responsible* for the construction management, knowledge, workmanship, and completion of the job. You benefit by not paying others to perform this work for you and your risk depends on your own ability to complete the job successfully.

Benefit/Risk: Possible Benefit with Low Financial Risk

Owner-as-*Contractor* is a type of Owner-Builder where you personally act as your own General Contractor, the permit is taken out in your name and you hire California licensed sub-contractors to perform portions of the construction work. **WARNING:** The benefit of protection provided by law when you hire only California licensed sub-contractors can turn to serious financial risk if you hire *unlicensed* contractors to perform *any* of the work.

Benefit/Risk: Possible Benefit and Significant Financial Risk

Owner-as-*Employer* is a type of Owner-Builder where you pay *any* unlicensed individual to perform *any* construction work valued at more than $500.00, the permit is taken out in your name and you are personally responsible for their employment requirements, supervision, performance, safety and welfare while on your property. **WARNING:** Cost savings benefit can turn to serious financial risk if you fail to deduct *payroll taxes* or provide *workers compensation insurance* for each worker.

Benefit/Risk: Possible Benefit with Significant Financial Risk

(Health and Safety Code Section 19827) The California Legislature declares an "urgent and statewide public interest in assuring" that contractors comply with Contractors' License Law, Business and Professions Code and Workers' Compensation Insurance requirements to ensure property owners are informed about, and protected from the following when improving their property as Owner-Builders:

Fraudulent representations ▪ Liability for worker's injuries ▪ Liability for material and labor costs unpaid by contractors ▪ Licensing requirements ▪ Employers tax liabilities

Over 20,000 consumer complaints are filed each year. Many complaints relate to owner/builder projects and include workmanship and workers' compensation issues Homeowners suffer financial harm due to defective workmanship and injured employees.

Following are alarming examples of what has occurred with Owner-Builder permits:

Example 1: Homeowner received insurance money to rebuild burned-down home.

- Owner/Builder permit pulled to rebuild structure.
- Unlicensed contractor built substandard structure – must be torn down and replaced.
- Estimated financial injury is $225,000.
- Additional financial injury - IRS threatened to tax insurance payout if house not completed by the end of the year.

Example 2: Brother-in-law had active license but filed an exemption from Workers Comp.

- Owner-Builder hires brother-in-law to install a new roof.
- Employee falls and sustains multiple spinal and extremity fractures as well as a head injury and remains in a coma to this day.
- The Owner-Builder, who has sold the home, is now a defendant in a lawsuit for reimbursement for benefits paid to the injured worker.

Example 3: Employee of contractor without Workers Comp is hired by Owner-Builder to install septic system and suffers injury that results in permanent disability.

- The Owner-Builder did not have a homeowner's insurance policy on the house against which to submit a claim.
- The Owner-Builder is now a defendant in a lawsuit for reimbursement for benefits paid to the injured worker.

Did you know – unlicensed persons frequently have the property owner obtain an "Owner-Builder" building permit which erroneously implies that the property owner is providing his or her own labor and material personally?

Did you know – your homeowner's insurance may not provide coverage for injuries sustained on your property by an unlicensed contractor and his/her employees?

Did you know – if you are considered an "employer" under state and federal law, you must register with the state and federal government, withhold payroll taxes, provide workers compensation and disability insurance and contribute to unemployment compensation for each "employee"?

Did you know – that if you fail to abide by these laws you may be subjected to serious financial risk?

OWNERS BEWARE AND CONSIDER THE RISK BEFORE ACCEPTING FULL RESPONSIBILITY FOR YOUR BUILDING PERMIT

Owner-Builder Acknowledgment and Information Verification Form

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IMPORTANT! **NOTICE TO PROPERTY OWNER**

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____.

We are providing you with an Owner-Builder Acknowledgment 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 returned this form to us at our official address indicated on application.** An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

____1. 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.

____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 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 five hundred dollars ($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 workers' 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 four 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, the United States 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 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 issuer of this form 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 whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. ***Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is <u>required</u> to be presented when the permit is issued to verify the property owner's signature.***

Signature of property owner _____ Date: _____

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

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.
Scope of Construction Project (or Description of Work): _____

Project Location or Address: _____

Name of Authorized Agent: _____ Tel No _____

Address of Authorized Agent: _____

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. *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.*

Property Owner's Signature: _____ Date: _____