

**TOWN OF WOODSIDE  
"OWNER-BUILDER" NOTICE**

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. For your protection, you should be aware that as "owner-builder", you are the responsible party of record on such a permit. **Building permits are not required to be signed by property owners unless they are personally performing their own work.** If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the city or county. They are also required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection: If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer. If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions. There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers' compensation insurance. For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, the U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions. A frequent practice of unlicensed persons professing to be contractors is to secure an "owner-builder" building permit, erroneously implying that the property owner is providing his or her own labor and material personally. Information about licensed contractors may be obtained by contacting the Contractors' State License Board in your community or at 1020 N Street, Sacramento, California 95814.

Please complete, sign and return the owner-builder verification form (see reverse side) so that we can confirm that you are aware of these matters. **The building permit will not be issued until the verification is returned.**

**TOWN OF WOODSIDE  
"OWNER-BUILDER" VERIFICATION FORM**

Attention Property Owner:

An "owner-builder" building permit has been applied for in your name and bearing your signature (Woodside Application No(s): \_\_\_\_\_). Please complete, sign and return this form to the Woodside Planning/Building Department at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit. **No building permit will be issued until this completed, signed verification form is received.**

1. I personally, or a member or members of my immediate family (parent, spouse or child) will perform (check one option below):
- A. \_\_\_\_\_ All the work authorized by the permit(s) referenced above.
  - B. \_\_\_\_\_ A portion of the work.
  - C. \_\_\_\_\_ None of the work.

*If B or C is checked above, complete items 2 or 3 below.*

2. State licensed contractor(s) will be hired to do (check one):
- A. \_\_\_\_\_ All of the work (complete section below).
  - B. \_\_\_\_\_ A portion of the work (complete section below).

<u>Contractor Name</u>	<u>Address</u>	<u>Lic. #</u>	<u>Phone #</u>	<u>Type of Work</u>	<u>Bus. Lic. #</u>

3. \_\_\_\_\_ I will utilize unlicensed person(s) other than my immediate family to perform all or portions of the authorized work. I understand that I may be an employer (see reverse side), requiring me to show proof of workers compensation insurance coverage for my employees.

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**I declare under penalty or perjury that the above information is true and correct. I have read and understand the Owner-Builder Notice on the reverse side of this document.**

**Property owner name (please print):** \_\_\_\_\_

**Property owner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_