



# Owner-Builder Verification Form



## Food and Housing Division | Plan Check Program

### PLAN CHECK PERMIT ADDENDUM FOR APPLICATIONS SUBMITTED IN THE OWNER'S NAME AS THE BUILDER OF PUBLIC SWIMMING POOLS

#### **NOTICE TO PROPERTY OWNER**

State law (Section 19825 of the Health and Safety Code Section) requires the County of San Diego to notify you that an application for a building permit has been submitted in your name, listing you as the builder of a public swimming pool or public pool ancillary facility.

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 personally providing his or her own labor and materials. Contractors are required by law to be licensed and bonded by the State of California. They are also required by law to provide their license number for on all permits for which they apply.

For your protection, you should be aware that if you sign a permit application as "owner-builder" you will be 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 by having a licensed contractor who can obtain the proper permit in his or her own name apply for the permit. Information about licensed contractors as well as the contracting laws discussed in this letter may be obtained by contacting the Contractor's State License Board at (800) 321-CSLB (2752) or on the web at [www.cslb.ca.gov](http://www.cslb.ca.gov).

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 person other than your immediate family, and the work (including materials and other costs) is \$500 or more for the entire project and such persons are not licensed as contractors or subcontractors in the State of California, 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 these obligations, and these risks are especially serious with respect to workers' compensation insurance.

For more specific information about your obligations under federal law, you may contact the Internal Revenue Service at 1-800-829-1040 and the Small Business Administration at (619) 557-7250 (if applicable). For more specific information about your obligations under state law, contact the Department of Industrial Relations, Division of Workers' Compensation at (619) 767-2086.

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. Please complete and return the enclosed OWNER-BUILDER VERIFICATION form so that we can confirm you are aware of these matters. The plans submitted in your name cannot be approved until the verification is returned.

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# Owner-Builder Verification Form



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### Attention Property Owner:

This Department has received an application the project below listing you as the "Owner-Builder"

Type of Project: \_\_\_\_\_

Plan Check #:

Project Address: \_\_\_\_\_

Please complete this form, which is a declaration under penalty of perjury, and return it at your earliest opportunity to this department, at the address listed at the bottom of this form. If you are unable to declare that one of the options on this verification form applies to your project, you are not eligible to proceed with this project as an owner-builder.

***Be advised that no plan approvals will be issued until this verification is received.***

### OWNER BUILDER DECLARATION:

**I hereby affirm that I am exempt from the Contractor's State License Law for one of the following reasons:**  
(Check the box below that corresponds to your plans for construction of your project):

#### OPTION 1:

I, as owner of the property, building or improving structure thereon, or appurtenances thereto, will supply required materials and do the work myself or through my own employees, who will receive wages as their sole compensation. This public pool is not intended or offered for sale.

#### OPTION 2:

I, as owner of the property, building or improving structure thereon, or appurtenances thereto, will contract (hire) the following general contractor(s) or subcontractor(s) licensed pursuant to the Contractor's State License Law to construct the project:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

I will provide portions of the work, but will contract (hire) the licensed contractor(s), subcontractor(s) or firm(s) in the following list to coordinate, supervise, and provide labor for portions of the construction of this pool.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ (    )  
Email: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ (    )  
Email: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

(NOTICE TO APPLICANT: In all actions brought in the Contractor's State License Law, proof of the sale or offering for sale of any structure by the owner-builder within one year after completion of same constitutes a rebuttable presumption affecting the burden of proof that such structure was undertaken for purposes of sale. Proof of the sale or offering for sale of five or more structures by the owner-builder within one year after completion generally constitutes a conclusive presumption that the structures were undertaken for purposes of sale (Sec. 7044(c)(3), Business and Professions Code).

**I declare under penalty of perjury that the foregoing is true and correct. Executed at:**

\_\_\_\_\_, \_\_\_\_\_, **this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_  
City or Area State Date Month Year

**Property Owner:** \_\_\_\_\_  
Name (please print) Signature