



CITY OF PETALUMA

11 English Street
Petaluma, CA 94952

Office: (707) 778-4301 Fax: (707) 778-4498

OWNER/BUILDER PERMIT APPLICATION

Permit # \_\_\_\_\_

Form with multiple rows for address, owner/tenant, architect/designer, engineer, and contractor information, including fields for phone numbers and license numbers.

E-MAIL ADDRESS

- Checkboxes for Building, Mechanical, Electrical, Plumbing, Grading, Sign, Demolition, Pool, Re-Roof, New, Alteration, Accessory Building, Addition, Repair, Residential, Commercial.

Number of Stories:
Number of Bedrooms:
Occupancy Load:
Occupancy Classification:
Construction Type:
CBC Edition: 2019

Table with 3 columns: Category, Code, and empty field. Rows include BUILDING, PLAN CHK, ENG PLN CK, FIRE PLN CK, GP IMPLEMENTATION, CSIF/CSIFO, ENERGY, ELECTRICAL, MECHANICAL, PLUMBING, MICROFILM, CONVENIENCE FEE, RED TAG, ZONING FEE, CA BLDG STAN., PLANNING FEE.

Form with 4 columns: BUILDING FLOOR AREA (Sq. ft.), GARAGE AREA (Sq. ft.), DECK AREA (Sq. ft.), PROJECT VALUATION. Includes REMODEL sub-section.

PROPOSED WORK:

CONSTRUCTION LENDING AGENCY. I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued. (Sec. 3097, Civ. C)

LENDER NAME, MAILING ADDRESS, CITY, STATE, ZIP

**OWNER-BUILDER DECLARATION** I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's 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 (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that such 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. (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).
- I am exempt from licensure under the Contractors' State License Law for the following reason:

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**WORKERS' COMPENSATION DECLARATION** I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Department of Industrial Relations, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: \_\_\_\_\_ Policy Number \_\_\_\_\_ Exp: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(\*This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

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 workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

**WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST AND ATTORNEY'S FEES.**

### OWNER -BUILDER INFORMATION:

#### SEE AND COMPLETE ATTACHED SEPARATE SHEET

**S19826.** (a) No city or county, whether general law or chartered, shall issue a building permit which does not contain all applicable declarations required by Section 19825 properly executed by the owner, applicant, contractor, or agent of the owner, contractor, or applicant. The properly executed declarations shall be a condition for issuance of the building permit. A properly executed declaration may include a declaration signed and transmitted by facsimile or other electronic means. However, no city or county or its employees shall be responsible for determining the truth or accuracy of the declarations, and no monetary liability on the part of, and no cause of action for damages against them, shall arise from their failure to verify the truth or accuracy of the declarations.(b) A city or county may require that within 15 days of issuance, the issuing agency of the city or county deliver copies of all building permits to the assessor of the county.(c) For purposes of this section, an "application for a building permit" shall be construed as a "transaction" and all declarations required shall be construed as "records" under Title 2.5 (commencing with Section 1633.1) of Part 2 of Division 3 of the Civil Code.

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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 the 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 website:

<http://www.leginfo.ca.gov/calaw.html>. I certify that I have read this application and state that the above information is correct. 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 ordinances and state laws relating to building construction. I authorize representatives of this City to enter the above-identified property for inspection purposes.

I agree to comply with all city and county ordinances and state laws relating to building, construction, and hereby authorize representatives of this agency to enter upon the above-mentioned property for inspection purposes. I (we) further agree to save, indemnify and keep harmless the City of Petaluma against liabilities, judgments, costs and expenses which may in any way accrue against said city in consequence of the granting of this permit and will pay all expenses including attorney's fees in connection therewith. All work performed by virtue of this permit must conform to plans and specifications and application filed by the owner or his authorized agent with the Building Inspection Division. This permit does not constitute approval of any violation of the above recited provisions, nor of any state or city ordinance.

Signature **X** \_\_\_\_\_ Print Name **X** \_\_\_\_\_ Date \_\_\_\_\_



**Community Development Department**  
11 English Street  
Petaluma, CA 94952  
<http://cityofpetaluma.org>

Building Division  
Phone: (707) 778-4302  
To schedule inspections: (707) 778-4479  
Email: [cdd@cityofpetaluma.org](mailto:cdd@cityofpetaluma.org)

***Disclosures & Forms for Owner-Builder***

***IMPORTANT NOTICE TO PROPERTY OWNER***

Before the City of Petaluma can issue a building permit that lists the property owner as the “builder”, this form must be completed and signed by the property owner and returned to the Petaluma Community Development Department. **Note: A copy of the property 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 address: \_\_\_\_\_ Building Permit No. \_\_\_\_\_

An application for a building permit has been submitted listing you as the builder for improvements specified by the above-referenced building permit at the above-referenced location. The following information is being provided to make you aware of your responsibilities and possible risks you may incur by having this permit issued in your name as the Owner-Builder.

**The building permit WILL NOT be issued until you have read and initialed the following statements to indicate your understanding of each provision, and signed and returned this form to the Petaluma Community Development Department at the above address.**

**OWNER’S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION**

*Please read and initial each statement below to signify you understand or verify this information.*

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.

Community Development Department · City of Petaluma, California

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.

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.

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](http://www.cslb.ca.gov) for more information about licensed contractors.

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 address listed at the beginning of this form.

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.

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.

Signature of property owner \_\_\_\_\_ Date: \_\_\_\_\_

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

*The following authorization is required to be completed by the property owner only when designating an agent to apply for a construction permit on behalf of the Owner-Builder.*

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.

Description of work: \_\_\_\_\_

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

Printed name \_\_\_\_\_