



## City of Salinas

Development & Permit Services Department \* 65 W. Alisal St. \* Salinas, CA 93901 \* (831) 758-7251

### 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 improvement specified.

For your protection you should be aware as an “owner builder” you are the responsible party of record on the 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 bounded 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 the 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 \$500 or more for the entire project, and the persons are not licenses 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 and “owner-builder” building permit, erroneously implying that the property owner is providing his or her own labor and material personally. Building permits are not required to be signed by property owners unless they are performing their own work personally.

Information about licensed contractors may be obtained by contacting the Contractors’ State License Board in your community at 1-800-321-2752 or at P.O. Box 26000, Sacramento, California 95826 or by accessing their web site at [www.CSLB.ca.gov](http://www.CSLB.ca.gov).

Very truly yours,

City of Salinas  
Building and Permit Services Department

## OWNER BUILDER-VERIFICATION

The City of Salinas is required, pursuant to California Health and Safety Code Section 19830, to prepare and give notice to the owners of the building or structure for which a building permit application has been submitted in the owner's name as builder of the improvements. As a condition precedent to the issuance of any such building permit, the City requires completion of the submittal of the following Owner-Builder Verification.

**ATTENTION PROPERTY OWNER(S):**

An Owner-Builder building permit has been applied for in your name and bearing your signature.

Please complete and return this information in the envelope provided at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit. **No building permit will be issued until this verification is received.**

1. I personally plan to provide the major labor and materials for construction of the proposed property improvement (yes or no) \_\_\_\_\_.
2. I (have/have not) \_\_\_\_\_ signed an application for a building permit for the proposed work.
3. I have contracted with the following person (firm) to provide the proposed construction:

Name		Phone	
Address		City	
Contractors License No.			
Type of Work			

Name		Phone	
Address		City	
Contractors License No.			
Type of Work			

Name		Phone	
Address		City	
Contractors License No.			
Type of Work			

Name		Phone	
Address		City	
Contractors License No.			

Type of Work
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Name		Phone	
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Address		City	
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Contractors License No.
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Type of Work
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Property Address: \_\_\_\_\_

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