



City of Woodland

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Community Development Department

## OWNER-BUILDER INFORMATION

Attention 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 an "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 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 \$500.00 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 at (800) 829-1040 [and, if you wish, the U.S. Small Business Administration at (800) 359-1833]. For more specific information about your obligations under state law, contact the Employment Development Department at (916) 653-0707, the Department of Industrial Relations at (415) 703-5070, and the Franchise Tax Board at (800) 852-5711.

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. Building permits are not required to be signed by property owners unless they are performing their own work.

Information about licensed contractors may be obtained by contacting the Contractors State License Board in your community or at 9821 Business Park Drive, Sacramento, CA 95827. 1-800-321-CSLB (2752).

Please complete the "Owner-builder Verification" form so that we can confirm that you are aware of these matters. ***The building permit cannot be issued until the verification has been completed and returned to the Building Department.***

***(California Health & Safety Code Sections 19830-19832)***