



Agent Authorization for Property Owner

I hereby authorize the following person to act as an agent on my behalf and authorize them to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project. The signatures on the licenses and permit applications must match exactly. The owner builder must be listed as the current property owner in our computer database; proof of ownership is required to be presented to the department at time of issuance of the permit. Proof of ownership would be an original recorded grant deed for the subject property.

Property Owner:	
Address:	
City/State/Zip:	
Phone Number:	Email:
Authorizing an Agent to Be the Applicant; to Be Completed by The Home Owner	
Person Authorized to Sign Permit on Property Owner's Behalf	
Name of Authorized Agent:	
Address of Authorized Agent:	
Phone Number of Authorized Agent:	
Email of Authorized Agent:	
<p>For the property owner who is authorizing an agent: Except for the Owner's Acknowledgement and Verification of Information form, which is my personal responsibility, I hereby authorize the above-listed person to act on my behalf in obtaining permit(s) from the City of Downey Building Division and to sign permit application(s) on my behalf. I declare that I am the legal property owner and assume full responsibility under the law for permit(s) issued to the person authorized to act on my behalf. I understand that it is the owner's responsibility to provide an original of this document with each permit application. If an original is not provided at the time a permit application is filed, the agent of the property owner identified above will not be permitted to apply for a permit application.</p> <p><input type="checkbox"/> The term of this authorization shall be: _____</p> <p><input type="checkbox"/> Limited to the following project, located at: _____</p>	

Owner's Acknowledgment and Verification

Please read and initial each statement to signify that you understand and verify this information.

___ 1. 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.

___ 2. California Health & Safety Code §19830, states that: "For your protection you should be aware that as "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

___3. 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.

___4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

___5. 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.

___6. 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.

___7. 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.

___8. 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.

___9. 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 [Contractor's state license board](#) for more information about licensed contractors.

___10. 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 above address.

___11. 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.

___12. 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. Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. 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.

D Name of Property Owner _____

D Signature of Property Owner _____

