



**OWNER-BUILDER  
ACKNOWLEDGEMENT  
FORM  
B-61**

*Development Services*

**Building Division**  
1635 Faraday Avenue  
442-339-2719  
www.carlsbadca.gov

**OWNER-BUILDER ACKNOWLEDGMENT FORM**

*Pursuant to State of California Health and Safety Code Section 19825-19829*

**To: Property Owner**

An application for construction permit(s) has been submitted in your name listing you as the owner-builder of the property located at:

Site Address \_\_\_\_\_

The City of Carlsbad ("City") is providing you with this Owner-Builder Acknowledgment and Verification form to inform you of the responsibilities and the possible risks associated with typical construction activities issued in your name as the Owner-Builder.

The City will not issue a construction permit until you have read and initialed your understanding of each provision in the Property Owner Acknowledgment section below and sign the form. **An agent of the owner cannot execute this notice unless you, the property owner, complete the Owner's Authorized Agent form and it is accepted by the City of Carlsbad.**

**INSTRUCTIONS:** Please read and initial each statement below to acknowledge your understanding and verification of this information by signature at the bottom of the form. These are very important construction related acknowledgments designed to inform the property owner of his/her obligations related to the requested permit activities.

- I. \_\_\_\_\_ I understand a frequent practice of unlicensed contractors 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 contractor 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.
- II. \_\_\_\_\_ 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.
- III. \_\_\_\_\_ 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.
- IV. \_\_\_\_\_ I understand contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- V. \_\_\_\_\_ 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.

Owner-Builder Acknowledgement Continued

- VI.  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.
- VII.  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.
- VIII.  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) which result from any latent construction defects in the workmanship or materials.
- IX.  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.
- X.  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 following address:  
  
\_\_\_\_\_
- XI.  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.
- XII.  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 Contractor’s 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 coverage.

*Before a building permit can be issued, this form must be completed, signed by the property owner and returned to the City of Carlsbad Building Division.*

*I declare under penalty of perjury that I have read and understand all of the information provided on this form and that my responses, including my authority to sign this form, is true and correct. I am aware that I have the option to consult with legal counsel prior to signing this form, and I have either (1) consulted with legal counsel prior to signing this form or (2) have waived this right in signing this form without the advice of legal counsel.*

\_\_\_\_\_  
Property Owner Name (PRINT)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date