



**BUILDING PERMIT - OWNER-BUILDER VERIFICATION**  
**Disclosures and Forms for Owner-Builders Applying**  
**for Construction Permits**

City of Moreno Valley Community Development Department  
 Building and Safety Division  
 14177 Frederick Street  
 Moreno Valley, CA 92553  
 951-413-3350  
[www.moval.org/simplicity](http://www.moval.org/simplicity)

**OWNER'S ACKNOWLEDGEMENT AND VERIFICATION OF INFORMATION (LIST PROPERTY ADDRESS BELOW):**

Moreno Valley CA

Street Number Street Name City State Zip

An application for a building permit has been submitted in your name, listing yourself as the builder of the property improvements at the above address. This form is to inform you of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder, instead of a CA-licensed contractor (see [www.cslb.ca.gov](http://www.cslb.ca.gov)). We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to the City of Moreno Valley Building & Safety Division. An agent of the owner cannot execute this notice on your behalf unless you, the property owner, grant formal approval (see page 3). Please read "Helpful Tips for the Owner-Builder" (page 4) for important information.

**DIRECTIONS: Read and initial each statement below to signify that you understand or 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 the 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. 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.
- 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 contacts.
- 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 a// 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 [www.cslb.ca.gov](http://www.cslb.ca.gov) 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 following Moreno Valley address listed on the declaration.
- 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 or 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.
- 13. I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to 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 at the following website: <http://www//leginfo.ca.gov/calaw.html>.
- 14. I hereby affirm under penalty of perjury that I am exempt from the Contractor's State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's State 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).

**Select the one that applies to your project:**

- I, as the owner of the property, or my employees with wages as their sole compensation, will do all or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of the property who, through employees' or personal effort, builds or improves the property, provided that the 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 the owner of the property, am exclusively contracting with Licensed Contractors to construct the project, (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of the property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law).

I declare under penalty of perjury that I am the property owner for the address listed on this form and I personally filled out the above information and certify its accuracy. A copy of my legal photo identification (e.g. driver's license, passport photo, California ID, etc.) OR notarization of this form is included for proof of verification of the property owner's signature.

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>Copy of front of Photo ID here</i>

*See Page 4 for Owner-Builder frequency asked questions (FAQ's),*

*Complete 3<sup>rd</sup> page only if an authorized representative for the property owner will be required.*

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

This addendum must be included with Page 1 & 2 of the Owner-Builder Verification form.

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

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.

Scope of Construction Project (Description of Work): \_\_\_\_\_

Address or Project Location (Parcel – APN): \_\_\_\_\_

Legal Property Owner Name: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_

Authorized Agent's Phone Number: \_\_\_\_\_

Authorized Agent's Email Address: \_\_\_\_\_

Authorized Agent's Personal or Business Address: \_\_\_\_\_

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.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

*See Page 4 for helpful tips for the owner-builder (FAQ's)*

## BUILDING PERMIT – OWNER-BUILDER VERIFICATION

### Helpful Tips for the Owner-Builder

When the property owner decides to act as their own building contractor, they are commonly referred to as “Owner-Builders.” The following tips are intended to assist owner-builders in successfully completing their construction projects. Because most owner-builders are homeowners who are not intimately involved in the construction and inspection process (as are most licensed building contractors), the experience can be overwhelming. The helpful tips listed below will assist you in understanding many of the requirements and regulations that will impact your owner-builder project.

- **What should I do with my dog(s)?** Most Building Inspectors have experienced problems with dogs. Even “nice” dogs have been known to bite strangers. For the safety of Building Inspectors, dogs must not be allowed to run loose in the area where the Building Inspector is to conduct inspections. Make arrangements to communicate with the Building Inspector directly that the dog has been secured. If you will not be home at the time of the inspection, it is a good idea to leave a note on the front door or the gate that the dog has been secured and that it is safe to enter the fenced yard area to perform the inspection.
- **Do I need to be present for the inspection?** It is advisable that the person doing the actual construction be present to interact with the Building Inspector should questions arise. Additionally, the Building Inspector can be a valuable source of construction information for the owner-builder. On some types of inspections, the Building Inspector needs to have access to the interior of the building. When the Building Inspector only needs to inspect construction on the exterior of the building, an adult need not be present if 1) the approved plans and Permit/Job Card are on the site, 2) there are no dogs loose in the area, and 3) access to the inspection area is available (no locked gates, etc.). Nevertheless, it is a good idea to communicate with the Building Inspector (via phone call or note on the front door) if you will not be available for inspection. Most inspections will require someone over 18 years of age be present. Inspections will not occur if an unattended minor is present on the property.
- **How can I get in contact with the Building Inspector?** The Building Inspectors are best reached by phone between 6:30 a.m. to 8:00 a.m. in the morning or between 4:00 p.m. to 5:00 p.m. in the afternoon. During most of the day, they are in the field at a variety of locations performing inspections and are not available by phone.
- **How do I schedule a building inspection?** The city website link to 1) schedule an inspection and 2) find out your estimated timeframe of inspection arrival (“Daily Scheduled Inspections” List), based on the assigned inspector’s schedule, is listed at the top of your job card and at the bottom of your permit (no SimpliCITY log-in required).
- **How do I check my project’s status?”** Log into [www.moval.org/simplicity](http://www.moval.org/simplicity). Click MY RECORDS button, click on the record number you want to research, Click the RECORD INFO tab, and select the applicable options. INSPECTIONS: to confirm future inspections are scheduled or results of completed inspections. WORKFLOW: For overall project status (start to finish) - any task with an “hourglass” icon is where your project status is currently or what is outstanding before it can move to the next step.
- **Does the Building Inspector need to see the City-Approved plans?** YES. The Building Inspector’s primary role is to assure that the project is constructed to the required state building codes, and as shown on the plans that were reviewed by the City. When the permit is issued, you receive an email from [noreply@moval.org](mailto:noreply@moval.org) with the approval documents link to SimpliCITY, link to the required “Retrofit Verification” form, and two important attachments: a job card and permit. This documentation must be available to the Building Inspector for the inspection. Any deviations from the approved plans must be submitted electronically. Review and approval by the City is required before the Building Inspector will approve the work.
- **How do I submit revisions to my approved plans?** When plan revisions are required, those changes must be submitted electronically by selecting the ADDITIONAL SUBMITTAL option in your SimpliCITY record (see tutorial link in your approval email):
  - FOR PLANS files – the title/cover sheet must always be submitted, highlighting the sheets that are changed/added, along with the changed/added sheets. DO NOT submit full plans unless every page changed. SimpliCITY slip-sheets for you.
  - FOR SUPPORTING DOCUMENTS files – the full revised document that will replace the prior one is required. There is no slip sheeting for documents.
  - In SimpliCITY Upload Step 1 give detailed description/summary of the changes. If lengthy, a simple summary can be here and attach a detailed written narrative as “Supporting Documents”.
- **What if I fail the inspection?** Unfortunately, inspections are not always passed on the first attempt. The Building Inspector will let you know (in writing) what the problems are. In some cases, they may be able to explain how to correct a particular problem. After the corrections have been made, you need to schedule a re-inspection for the Building Inspector to verify the corrective work. Please be sure to make ALL of the corrections before rescheduling the re-inspection. If re-inspections are scheduled and the corrective work has not been done, the Building Inspector may assess a re-inspection fee which must be paid at City Hall before any additional inspections will be performed at the site.
- **What about retrofit Smoke Alarms and Carbon Monoxide Alarms in my home?** Most home improvement projects require that smoke alarms and carbon monoxide alarms be retrofitted into the existing home. The Building Inspector will need to verify that the alarms have been installed in bedrooms, hallways, and stairways, etc. The homeowner may choose to complete the “Smoke and Carbon Monoxide Alarm Retrofit Verification Form” in lieu of having the Building Inspector perform the inspection. The link to this form is in your approval email and on the City’s website at [https://moval.gov/city\\_hall/forms/building-safety/Smoke+CarbonMonoxideForm.pdf](https://moval.gov/city_hall/forms/building-safety/Smoke+CarbonMonoxideForm.pdf).
- **What if I have other questions?”** For more information, contact: City of Moreno Valley Community Development Department, Building and Safety Division at (951) 413-3350 or [permitcounter@moval.org](mailto:permitcounter@moval.org).