

	CITY OF DOWNEY COMMUNITY DEVELOPMENT, BUILDING AND SAFETY 11111 Brookshire Avenue Downey, CA 90241 562.904.7142 www.downeyca.org	NOTICE P O			
		A <small>SECTION</small>	028 <small>FORM NUMBER</small>	2013 CBC <small>CODE CYCLE</small>	
		01/01/2011 <small>EFFECTIVE DATE</small>		01/01/2014 <small>REVISION DATE</small>	
NOTICE TO PROPERTY OWNER Section 19825 of the State of California Health and Safety Code					

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____

The City of Downey is required to give notice pursuant to Section 19825, of the Health and Safety Code and shall attach to such notice, and as a condition precedent to issuing a building permit, require the completion and the return of the "Owner-Builder Acknowledgment and Verification" form.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your acknowledgement of each provision, signed and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

NO BUILDING PERMIT WILL BE ISSUED UNTIL THIS VERIFICATION IS RECEIVED.

Contractors are required by law to be licensed and bonded by the State of California. 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 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 (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 not 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 a contractor 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 personally.
- Information about licensed contractors may be obtained by contacting the Contractors' State License Board in your community or at 1020 N Street, Sacramento, California 95814.

City of Downey
 Community Development
 Building and Safety Division