

COUNTY OF VENTURA

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**AUTHORIZATION OF AGENT (B-18)**  
TO ACT ON PROPERTY OWNER'S BEHALF

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project (excluding the *Notice to Property Owner*, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Include Permit # if available)

Project Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Address, APN and other property identification as needed)

Name of Authorized Agent: \_\_\_\_\_  
(Please Print)

Address of Authorized Agent: \_\_\_\_\_

Phone Number of Authorized Agent: \_\_\_\_\_

E-Mail Address of Authorized Agent: \_\_\_\_\_

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**PROPERTY OWNER ACKNOWLEDGEMENT**

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. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: \_\_\_\_\_  
(Please Print)

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's E-Mail Address: \_\_\_\_\_

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

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

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Verification of Property Owner Signature:  Driver License     Notarized Letter     Other

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**NOTICE TO PROPERTY OWNER**

Item **B13** on Permit Processing Checklist  
(SECTION 19825 OF THE HEALTH AND SAFETY CODE OF THE STATE OF CALIFORNIA)

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:

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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 understanding 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.

**OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION**

**DIRECTIONS:** Read and initial each statement below to signify 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 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. 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 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.

MAIN OFFICE, L #1720  
800 South Victoria Avenue, Ventura, CA 93009 (805) 654-2771 FAX (805) 648-9212

BRANCH OFFICE  
East County: 3855-F Alamo Street, L #5915, Room 2019-A, Simi Valley, CA 93065 (805) 582-8064 FAX (805) 582-8085

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 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 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.**

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

Verified Driver's License: \_\_\_\_\_  
Counter Tech. Initials

OR

Date: \_\_\_\_\_

Verified Notarization Letter: \_\_\_\_\_  
Counter Tech. Initials

**CERTIFICATE OF COMPLIANCE WITH CONSTRUCTION SAFETY REQUIREMENTS**

(See Item B10 of Permit Processing Checklist)

Project \_\_\_\_\_

Applicant's Name \_\_\_\_\_

I certify that for the employment or place of employment noted above, for which a permit is to be issued, **there will be no:**

\_\_\_\_\_ Construction of trenches or excavations which are five (5) feet in depth or deeper so as to become subject to Cal/OSHA regulations; or

\_\_\_\_\_ Construction of any building, structure, falsework or scaffolding more than three (3) stories or thirty-six (36) feet in height, so as to become subject to Cal/OSHA regulations; or

\_\_\_\_\_ Demolition of any building, structure, falsework or scaffolding, or any portion thereof, in excess of thirty-six (36) feet in height, so as to become subject to Cal/OSHA regulations.

I further certify that, if the facts of the foregoing certification change and the employment or place of employment becomes subject to Cal/OSHA regulation, I will forthwith contact the California Division of Industrial Safety and promptly comply with those Cal/OSHA regulations.

Permit Applicant \_\_\_\_\_ Date \_\_\_\_\_

NOTICE: If, after making the above certification, this project should become subject to Cal/OSHA regulations and you should fail to comply therewith, the permit referred to above shall be deemed revoked.

The State Divisions of Industrial Safety may be contacted for Cal/OSHA permits and information at (805) 654-4581.

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