



CITY OF REDLANDS  
DEVELOPMENT SERVICES DEPARTMENT  
BUILDING AND SAFETY DIVISION  
35 CAJON ST SUITE 20  
REDLANDS, CALIFORNIA 92373 (909) 798-7536

## PROPERTY OWNER -AUTHORIZED AGENT FORM

Property Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

I (the property owner of the above address) do authorize the undersigned individual, to pull permits from the City of Redlands on my behalf. If this Information changes, I will contact your office in writing.

### **IMPORTANT NOTICE TO OWNER-BUILDERS**

The 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.

Contractors are required by law to be licensed and bonded by the State of California and to have a Business License from the city or county. 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 sub-contract, you should be aware of the following information for your benefit and protection:

1. If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$500 or more for the entire project, and such persons are not licensed as contractors or sub-contractors, then you may be an employer.
2. If you are an employer, you must register with the state 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.
3. 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
4. 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.
5. If the structure is 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 contractors or sub-contractor, only under limited conditions.
6. A frequent practice of unlicensed persons professing to be contractors 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 there are performing their own work personally.
7. Information about license contractors may be obtained by contacting the Contractors' State License Board's automated telephone information system at 1-800-321-CSLB (2752) or by accessing their website at [www.CSLB.ca.gov](http://www.CSLB.ca.gov).

By my signature, I acknowledge that I have read and understand the above information:

\_\_\_\_\_  
Print Name of Authorized Agent

\_\_\_\_\_  
Signature of Property Owner  
(To be signed & dated in the presence of a Notary)

\_\_\_\_\_  
Date

THIS DOCUMENT MUST BE NOTARIZED

STAMP NOTARY SEAL HERE AND ATTACH SEPARATE NOTARY DOCUMENT (ACKNOWLEDEMENT  
TO VERIFY SIGNATURE OF PROPERTY OWNER