



# OWNER AGENT AUTHORIZATION FORM

PLANNING & COMMUNITY DEVELOPMENT  
**BUILDING & SAFETY DIVISION**

For persons other than the property owner who wish to obtain a building, zoning and/or other permit(s), approval of the owner is required. This document serves as the City's authorization to issue a permit to the agent listed below:

## Permit Information

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_  
Application/Permit #: \_\_\_\_\_

## Owner's Agent:

Firm Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Property Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Owner's Declaration:

I declare under penalty of perjury that I am the Property Owner at the above Project Address; I have filled out this document; and I certify the accuracy of the information provided.

\_\_\_\_\_  
**Signature of Owner** (signature shall be notarized)

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

### Notes:

1. The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or password protection.
2. One (1) Owner-Agent form will be required for each permit.
3. In the case where there is more than one owner of a parcel, the owner signing this form represents that he/she has the consent from all other owners of the parcel.
4. This document is intended for permit applications only. It is not intended to give the agent the right to act as a contractor for any part of the project applied for. (See reverse side)



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## INFORMATIONAL NOTES

### STATEMENT REQUIRED ON CONTRACTS:

7030 (b) "State law requires anyone who contracts to do construction work to be licensed by the Contractors State License Board in the license category in which the contractor is going to be working if the total price of the job is \$500.00 or more (including labor and materials).

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 a complaint. Your only remedy against an unlicensed contractor may be in civil court, and you may be liable for damages arising out of any injuries to the contractor and his or her employees.

You may contact the Contractors State License Board to find out if this contractor has a valid license. The Board has complete information on the history of licensed contractors, including any possible suspensions, revocations, judgments and citations. The Board has offices throughout California. Please check the government pages or the yellow pages for the office nearest you or call 1-800-321-CSLB for more information."

*(Amended by Stats. 1994, Chapter 783 (AB 3001); Amended by Stats. 1995, Chapter 467 (SB 1061); Repealed and added by Stats. 1996, Chapter 282 (AB 2494); amended by Stats. 1998, Chapter 633 (SB 2217).*

You can also look on the internet under [www.cslb.ca.gov/](http://www.cslb.ca.gov/) and obtain valuable information on contractors as well as tips on hiring, payment and license class and individual contractor's license status.

### A WORD OF CAUTION FROM THE CALIFORNIA STATE LICENSING BOARD:

#### Acting as your own general contractor may not be in your best interest:

Anyone who talks you into being your own general contractor, or "owner/builder", may be doing you no favor.

"Owner/Builder" describes a situation in which the homeowner becomes the General Contractor. As an Owner/Builder, you (not the person you hire) assume responsibility for the job.

Your overall responsibilities may include such things as state and local taxes, worker's compensation insurance, and other legal liabilities. You may be required to hire the various subcontractors for your project, scheduling their work and supervising the job. If a worker is injured while working on your property, you could be asked to pay for injuries and rehabilitation through your homeowner's insurance policy.

By signing a building permit application as an Owner/Builder, you assume full responsibility for all phases of your project and its integrity.

Hiring an unlicensed "consultant" to manage the project does not save you money in the long run. By hiring a licensed experienced contractor for your project to hire licensed knowledgeable tradespersons, the contractor becomes responsible for all phases of construction.

Unless you are very experienced in construction, it is best to leave these matters to your general contractor.