



La Paz County Community Development
1112 Joshua Ave, Ste 202
Parker, AZ 85344
928-669-6138

OWNER'S ACKNOWLEDGMENT & VERIFICATION OF INFORMATION

IMPORTANT NOTICE TO 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:

ADDRESS: _____

APN: _____

We are providing you with this 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 above. Initial the following:

- _____ 1. 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 address listed on this form.
- _____ 2. I understand that I am the party 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 their 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 their 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.
- _____ 3. 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.
- _____ 4. 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 their name instead of my own.
- _____ 5. I understand contractors are required by law to be licensed and bonded in Arizona and to list their license number(s) on permits and contracts.
- _____ 6. I understand owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees or with duly licensed contractors, are intended for occupancy by members of the public, as the owner's employees or business visitors and the structures or appurtenances are not intended for sale or rent. In all actions brought under this chapter, except an action against an owner-occupant as defined in section A.R.S. §33-1002, proof of the sale or rent or the offering for sale or rent of any such structure by the Owner-Builder within one (1) year after completion or issuance of a certificate of occupancy is prima facie evidence that such project was undertaken for the purpose of sale or rent. For the purposes of this paragraph, "sale" or "rent" includes any arrangement by which the owner receives compensation in money, provisions, chattels, or labor from the occupancy or the transfer of the property or structures on the property.
- _____ 7. I understand if I employ or otherwise engage any persons, other than Arizona Licensed Contractors and the total value of my construction is at least one thousand dollars (\$1,000.00), including labor and materials, I may be considered an "employer" under state and federal law.

8. 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 understand my failure to abide by these laws may subject *me* to serious financial risk.
9. 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.
10. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service and the United States Small Business Administration. I also understand I may contact the Arizona State Registrar of Contractor's Board (AZROC at 1-877-692-9762 or www.azroc.gov) for more information about licensed contractors.
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 Arizona Registrar of Contractors' 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. 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 license, notarized form or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

PRINTED NAME OF PROPERTY OWNER: _____

SIGNATURE OF PROPERTY OWNER: _____

DATE: _____