



SAM SHAHROURI  
DEPUTY DIRECTOR OF TLMA  
BUILDING OFFICIAL

# COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

## ELIGIBILITY CHECKLIST FOR EXPEDITED ELECTRIC VEHICLE CHARGING STATION PERMIT RESIDENTIAL BUILDINGS (EVSE) For One- & Two- Family Dwellings

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

EVSE Charging Level:	<input type="checkbox"/> Level 1 (120V)	<input type="checkbox"/> Level 2 (240V)
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW		
Voltage EVSE = _____ V	Manufacture of EVSE:	
Mounting of EVSE: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Pole Pedestal Mount <input type="checkbox"/> Other:		

Complete the Service Load Calculation form provided on page 3 & 4.
If the Existing Load cannot be not known by the above method, then the Calculated Load may be estimated using the “Single-Family Residential Permitting Application Example” in the Governor’s Office of Planning and Research “Zero Emission Vehicles in California: Community Readiness Guidebook” <a href="https://www.opr.ca.gov">https://www.opr.ca.gov</a> .

System Voltage: <input type="checkbox"/> 120/240V, 1 Phase <input type="checkbox"/> Other:
Rating of Existing Main Electrical Service Equipment = _____ Amps
Rating of New Main Electrical Service Equipment (if upgrade is required) = _____ Amps
Rating of Panel Supplying EVSE (if not directly from main service) = _____ Amps
EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum
<i>Enter rating (Amps) below and use page 4 for the following information:</i>
Rating of Circuit for EVSE: _____ Amps / _____ Poles
Ampacity of EVSE Conductor = # _____ AWG
Conduit size = _____ Conduit Size = _____
Electrical Floor plan showing the location of all electrical equipment shall be submitted. <i>See example shown on page 5.</i>
Provide Spec sheet and Installation instructions for EV Charger (must show UL listing).
Provide Spec sheet for new outlet (must show UL listing).
General installation requirements on page 5 to be followed during installation of the EVSE.



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I hereby acknowledge that the information presented is a true and correct representation of existing conditions at the job site and that any causes for concern as to life-safety verifications may require further substantiation of information.

Signature of Permit Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

- A. Projects with 1-25 stations: 5 business days to deem an application complete or incomplete, once the application is complete, 20 business days to issue an approval to build.
- B. Project with 26 or more stations: 10 business days to deem an application is complete or incomplete, once application is complete, 40 business days to issue an approval to build.
- *The business days to issue an approval to build only account for time spent pending review and in queue to be issued.*

### Residential Applications:

Note: This is a voluntary compliance alternative, and you may hire a qualified individual or company to perform a thorough evaluation of your electrical service capacity in lieu of this alternative methodology. Use of this electrical form is at the user's risk and carries no implied guarantee of accuracy. Users of this form are advised to seek professional assistance in determining the electrical capacity of a service panel.

Applicants should submit for an electrical permit via our PLUS Online Portal:

Register at: [www.rivcoplus.org](http://www.rivcoplus.org)

Application: [Master Online Application](#)

Submit to: [www.rctlma.org/building](http://www.rctlma.org/building).

Having trouble? Please contact [PlusAssist@rivco.org](mailto:PlusAssist@rivco.org).



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### LEVEL 2 ELECTRIC VEHICLE CHARGER – SERVICE LOAD CALCULATION

**INSTRUCTIONS:** Review the list of electrical loads in the table below and check (✓) all that exist in your home (don't forget to include the proposed EV charger). For each item checked (✓), fill-in the corresponding "Watts used" (refer to the "Typical usage" column for wattage information). Add up all the number that are written in the "Watts Used" column and write that number in the "TOTAL WATTS USED" box at the bottom of the table, then go to the next page to determine if your existing electric service will accommodate the new loads.

(Loads shown are rough estimates; actual loads vary – for a more precise analysis, consult with an electrical professional)

(✓) Check All Applicable Loads	Description of Load	Typical Usage	Watts Used
<b>GENERAL LIGHTING AND RECEPTACLE OUTLET CIRCUITS</b>			
✓	Multiply the Square Footage of House x 3	3 Watts/sq.ft.	
<b>KITCHEN CIRCUITS</b>			
✓	Kitchen Circuits	3,000 watts	
	Electric Oven	2,000 watts	
	Electric Stove Top	5,000 watts	
	Microwave	1,500 watts	
	Garbage Disposal under kitchen sink	1,000 watts	
	Automatic Dish Washer	3,500 watts	
	Instantaneous Hot Water at Sink	1,500 watts	
<b>LAUNDRY CIRCUIT</b>			
	Laundry Circuit	1,500 watts	
	Electric Clothes Dryer	4,500 watts	
<b>HEATING AND AIR CONDITIONING CIRCUITS</b>			
	Central Heating (gas) and Air Conditioning	6,000 watts	
	Window Mounted AC	1,000 watts	
	Whole-house or Attic Fan	500 watts	
	Central Electric Furnace	8,000 watts	
	Evaporative Cooler	500 watts	
<b>OTHER ELECTRICAL LOADS</b>			
	Electric Water Heater (storage tank)	4,000 watts	
	Electric Tankless Water Heater	15,000 watts	
	Swimming Pool or Spa	3,500 watts	
	Other (describe):	watts	
	Other:	watts	
<b>ELECTRIC VEHICLE CHARGER CIRCUIT</b>			
	Electric Vehicle Charger Wattage Rating*		
<b>(Add-up all the watts for the loads you have checked ✓) TOTAL WATTS USED →</b>			

\* Use name plate rating in watts or calculate as (ampere rating of circuit x 240 volts = watts)



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INSTRUCTIONS: Using the “TOTAL WATTS USED” number from the previous page, check (✓) the appropriate line in column 1 and follow that line across to determine the minimum required size of the electrical service panel (main breaker size). If your existing service panel (column 4) is smaller than the minimum required size of the existing service (column 3), then you will need to upgrade the existing electrical service panel to handle the electrical load from the proposed EV charger.

**Table Based on CEC 220.83(A), 230.42, and Annex D.**

1	2	3	4
✓ Check the appropriate line	Total Watts Used (From previous page)	Minimum Required Size of Existing 240 Volt Electrical Service Panel (Main Service Breaker Size)	Identify the size of your Existing Main Service Breaker (Amps)**
	Up to 48,000	100 Amps	
	48,001 to 63,000	125 Amps	
	63,001 to 78,000	150 Amps	
	78,001 to 108,000	200 Amps	
	108,001 to 123,000	225 Amps	

\*\* Please note that the size of your Existing service (column 4) MUST be equal to or larger than the Minimum Required size (column 3) or a new larger electrical service panel will be needed to satisfy the electrical load demand for the proposed EV charger.

### **OTHER HELPFUL INFORMATION FOR EV CHARGER INSTALLATIONS:**

The table below illustrates the type of size of wire and conduit to be used for various EV charger circuits.

Size of EV Charger Circuit Breaker	Required minimum size of Conductors (THHN wire)	Conduit Type and Size **		
		Electrical Metallic Tubing (EMT)	Rigid Nonmetallic Conduit – Schedule 40 (RNC)	Flexible Metal Conduit (FMC)
20 Amps	#12	1/2"	1/2"	1/2"
30 Amps	#10	1/2"	1/2"	1/2"
40 Amps	#8	1/2"	1/2"	1/2"
50 Amps	#8	3/4"	3/4"	3/4"
60 Amps	#6	3/4"	3/4"	3/4"
70 Amps	#6	3/4"	3/4"	3/4"

\*\* Based on 4 wires in the conduit (2-current carrying conductors, 1-grounded conductor, 1-equipment ground).

An alternate, Nonmetallic Sheathed Cable (aka: Romex or NMC) may be used if it’s protected from physical damage by placing the cable inside a wall cavity or attic space separated from the occupied space by drywall or plywood.

The table below illustrates the required supports for various types of electrical conduit or cable.

Conduit Support	Electrical Metallic Tubing (EMT)	Rigid Nonmetallic Conduit – Schedule 40 (RNC)	Flexible Metal Conduit (FMC)	Nonmetallic Sheathed Cable (NMC)
Conduit Support Intervals	10’	3’	4-1/2’	4-1/2’
Maximum Distance from Box to Conduit Support	3’	3’	1’	1’

In addition to the above noted requirements, the California Electrical Code contains many other provisions that may be applicable to the installation of new electrical circuits. For additional information or guidance, consult with an Electrical Professional.



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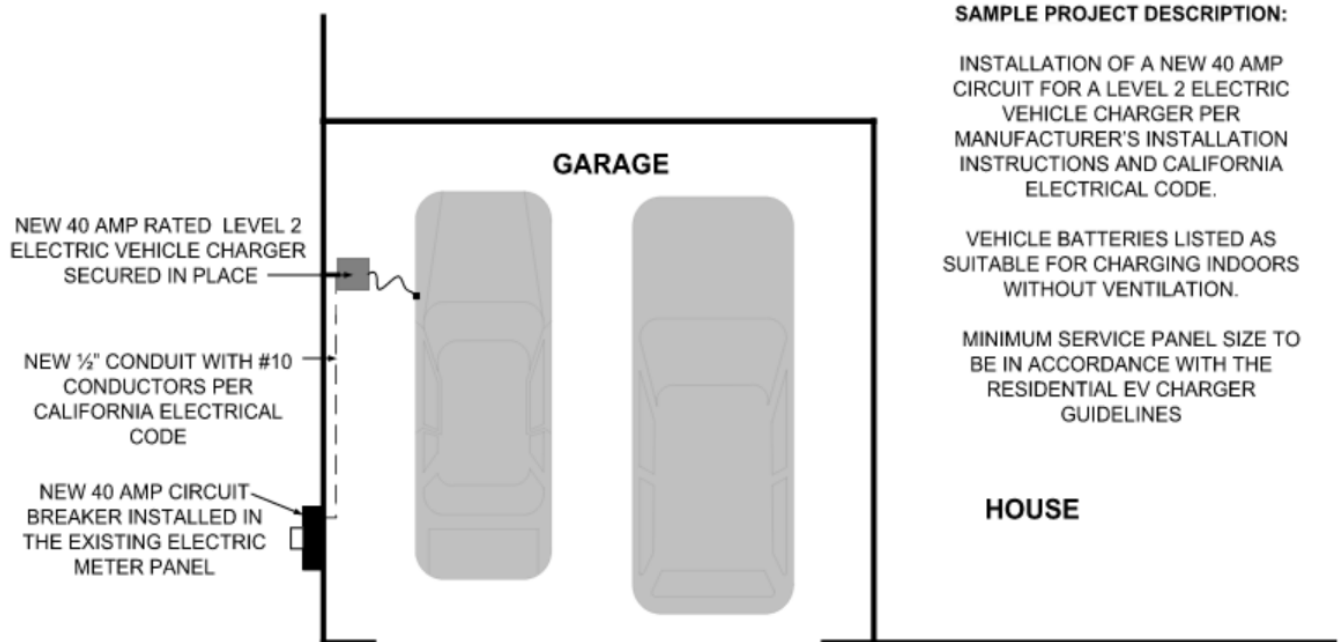
# COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

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### GENERAL INSTALLATION GUIDELINES FOR RESIDENTIAL EV CHARGERS

1. GENERAL REQUIREMENTS – All Electrical Vehicle Charging Systems shall comply with the applicable sections of the California Electrical Code, including Article 625.
2. EQUIPMENT HEIGHT – The coupling means of the Electrical Vehicle Supply Equipment shall be stored at a height of 18 – 48 inches above the finished floor [CEC Art 625.50].
3. LISTED EQUIPMENT – All Electric Vehicle Supply Equipment shall be listed by a nationally recognized testing laboratory.
4. FASTENED IN PLACE – Electric Vehicle Supply Equipment must be permanently connected and fastened in place in accordance with the manufacturer’s installation instructions [CEC Art 625.44(B)].
5. IF MORE THAN 60 AMPS – When EV charging equipment is rated at more than 60 Amps, the disconnect means shall be provided and installed in a readily accessible location and shall be capable of being located on the open position [CEC Art 625.43].
6. PROTECTIONS FROM PHYSICAL DAMAGE – Electrical Vehicle Supply Equipment shall be protected against vehicle impact damage when located in the path of a vehicle. In order to avoid the installation of a substantial pipe bollard as an equipment guard, locate the Electrical Vehicle Supply Equipment on a garage side wall, out of the vehicular path [CEC Art 110.27(B)] (see example below).

### SAMPLE ELECTRICAL FLOOR PLAN FOR ELECTRIC VEHICLE CHARGER INSTALLATION



**COUNTY OF RIVERSIDE**  
**Department of Building and Safety**  
**PERMIT APPLICATION**

**Incomplete applications.** Applications and plans may not be accepted if the required information below is not provided. The Building and Safety department may void the application and request that a new complete application and plans are submitted before they will proceed with creating a permit. If this occurs the applicant will be notified of the missing information via email, and all previously submitted documents and plans will be deleted from our system. Once a new complete application and plans are submitted the permit process will start over with the new application date and timeline. The applicant may withdraw an application at any time by written notice and a partial refund may be issued if the plan check has not been initiated. Fees may be refunded as established by Riverside County ordinance 457.

**1. DESCRIBE THE WORK TO BE PERFORMED**

Provide a detailed description of the proposed work:

Square Feet: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_ Occupancy Type: \_\_\_\_\_

**2. PROJECT LOCATION AND CONTACTS**

Date \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER (APN) \_\_\_\_\_ LOT ON SEPTIC YES NO

SITE ADDRESS \_\_\_\_\_ SUITE NO. \_\_\_\_\_  
Street or Road Name

City \_\_\_\_\_ ZIP \_\_\_\_\_

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PROPERTY OWNER NAME \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street City State ZIP

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

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**PERMIT APPLICANT NAME OR COMPANY** \_\_\_\_\_  
(Applicant will be financially responsible for **ALL** supplemental billings, fees, and refunds for any and all permits per Ordinance 457).

Mailing Address \_\_\_\_\_  
P.O. Box or Street City State ZIP

E-mail \_\_\_\_\_ Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

**IF APPLICANT IS NOT THE OWNER OR THE CONTRACTOR, please provide authorization form from owner (Page 4)**

**IF AGENT OF CONTRACTOR IS COMPLETING APPLICATION, please provide authorization form from contractor (Page 4)**

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**LICENSED DESIGN PROFESSIONAL:**

Architect or Engineer Name \_\_\_\_\_ License No. \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contractor Name \_\_\_\_\_ Contractor License No. \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**3. IDENTIFY PARTY PERFORMING WORK (Complete either a or b)**

**a – CALIFORNIA LICENSED CONTRACTOR’S DECLARATION**

**THIS PERMIT IS TO BE ISSUED IN THE SAME OF THE LICENSED CONTRACTOR WHO, AS THE PERMIT HOLDER OF RECORD, WILL BE RESPONSIBLE AND LIABLE FOR THE CONSTRUCTION.**

I hereby affirm under penalty of perjury that I am licensed under provisions of chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name \_\_\_\_\_ Contractor’s License Class & No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**b- OWNER- BUILDER’S DECLARATION**

**THIS PERMIT IS TO BE ISSUED IN THE NAME OF THE OWNER-BUILDER WHO, AS THE PERMIT HOLDER OF RECORD, WILL BE RESPONSIBLE AND LIABLE FOR THE CONSTRUCTION.**

I hereby affirm under penalty of perjury that I am exempt from the Contractor’s State License Law for the reason(s) indicated by the checkmarks(s) I have placed applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that required a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also required the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors’ State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).), (check one of the following:)

**I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work,** and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors’ State License Law does not apply to an owner of property who, through employees’ or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

**I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project** (Section 7044, Business and Professional Code: The Contractors’ State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors’ State License Law.).

**I, am exempt from licensure under the Contractors’ State License Law for the following reasons:**

By my signature below I acknowledge that except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit; I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <https://leginfo.legislature.ca.gov>

Property Owner or Authorized Agent Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**4. IDENTIFY WORKERS COMPENSATION COVERAGE (complete by either Owner Builder or Contractor)**

**WARNING: FAILURE TO SECURE WORKERS’ COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY’S FEES.**

**WORKERS’ COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury one of the following declarations: (check one of the following and sign below)

**I have and will, maintain a certificate of consent to self-insure workers’ compensation, issued by the Director of Industrial Relations** as provided by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy Number \_\_\_\_\_

**I have and will maintain workers’ compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers’ compensation insurance carrier and policy number are:**

Carrier \_\_\_\_\_ Policy No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

**I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers’ compensation laws of California,** and agree that, if I should become subject to the workers’ compensation provision of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Owner Builder shall sign the NOTICE TO PROPERTY OWNER (Pages 5 and 6)**



5. I, the applicant/owner of the property located as noted as project address, acknowledge that I am aware approval from the Planning Department, Land Use, Fire Department, Environmental Health Department, and any other agencies indicated on the department clearances are required prior to the issuance of the building/grading permit. I hereby choose to submit plans for building/grading plan check prior to obtaining the necessary department clearances. Furthermore, I am aware that if the building/grading plans have been reviewed and I cannot obtain the necessary approvals from the other agencies, the charges from Building and Safety Department for review of plans are not refundable. I understand that additional plan check fees may apply if the plans submitted are modified to obtain approvals from other agencies

**6. If your application is subject to Deposit-based Fee, the following applies**

**Section 1. Deposit-based Fees**

**Purpose:** The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit- based Fees" for the costs of reviewing certain applications for land use review and permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional fees, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors. The Applicant and Property Owner are responsible for any supplemental fees necessary to cover any costs which were not covered by the initial deposit.

**Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications**

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County of Riverside. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case The County of Riverside will not pay interest on deposits. Applicant understands that any delays in making a subsequent deposit from the date of written notice requesting such additional deposit by County of Riverside, may result in the stoppage of work.
- B. Within 15 days of the service by mail of the County of Riverside's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County of Riverside to replenish the deposit. Please note that the processing of the application or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County of Riverside is reimbursed for all costs related to this application or permit. The County of Riverside is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for land use review or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County of Riverside for all costs related to this application or permit; the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County of Riverside. The County of Riverside will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

**Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation and Land Management Agency (TLMA) Permit Assistance Centers if any of the information on application changes.**

**7 . DECLARATION BY PERMIT APPLICANT**

**Please note:** All information provided to this department is "public record" and available upon request. By my signature below, **I certify to each section included on all pages:**

**I am California licensed contractor or property owner authorized to act on the property owner's behalf.** I have read this construction permit application and attest that the information I have provided is correct. I agree to comply with all applicable county ordinances, building codes and state laws relating to building construction. I authorize representatives of Riverside County to enter the above-identified property for inspection purposes.

**When virtual inspections are required, the contractor shall be available at the jobsite during inspections.**

**Property Owner or Authorized Agent or contractor Signature** \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

ID/Driver's License # \_\_\_\_\_ Exp. Date \_\_\_\_\_



**AUTHORIZATION OF AGENT TO ACT ON CONTRACTOR'S BEHALF**

I hereby authorize the following person(s) to act as my agent(s) to apply for, sign all legal documents, and file the documents necessary to obtain a building permit using my California State License number for this project for which I have a signed contract with the owner(s) of the property.

Scope of Construction Project (or Description of Work): \_\_\_\_\_

Project Location or Address: \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_

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

Phone # of Authorized Agent: \_\_\_\_\_

I declare under penalty of perjury that I have the authority as a qualifying individual of the company listed above to provide this authorization and I personally filled out the above information and certify its accuracy.

Contractor Name (Print): \_\_\_\_\_ CSLB # \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Contact: Phone \_\_\_\_\_ Email \_\_\_\_\_

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

Excluding the **Notice to Property Owner**, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

I understand my authorized agent is not a licensed contractor. Therefore, I as the owner/builder will act as my own general contractor on the job, and either I or my employees (or subcontractors) will perform the work on this project.

Scope of Construction Project (or Description of Work): \_\_\_\_\_

Project Location or Address: \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_

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

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

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.

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

Name of Property Owner: \_\_\_\_\_ Email \_\_\_\_\_

Note: \*If the legal owner of the property, or the contractor is a corporation, company, partnership, or LLC, please provide a copy of a legal document attached with this authorization form showing that the individual signing this document is a duly authorized partner, officer, or owner of said corporation, company, partnership, or LLC.



# County of Riverside

## Department of Building and Safety

### NOTICE TO PROPERTY OWNER

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 \_\_\_\_\_.

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.

Phone: (915) 955-1800 ● Fax: (951) 955-1806 ● [www.rctlma.org](http://www.rctlma.org)  
4080 Lemon Street ● 9th Floor ● P.O. Box 1629 ● Riverside, CA 92502-1621

\_\_\_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.

\_\_\_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: \_\_\_\_\_

Permit Number \_\_\_\_\_

Phone: (915) 955-1800 ● Fax: (951) 955-1806 ● www.rctlma.org  
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