



DEPARTMENT OF
BUILDING & SAFETY
8353 SIERRA AVE, FONTANA, CA 92335
(909) 350-7640

OWNER – BUILDER VERIFICATION

Job Site Address: _____

Attention Property Owner:

An “owner-builder” permit has been, or will be applied for in your name. Please fully complete, notarize, and return this verification form at your earliest opportunity to avoid unnecessary delay in processing and issuing your permit. No permit will be issued until this verification form is completely filled out, signed, notarized, and provided to the City.

AUTHORIZATION TO SIGN PERMITS FOR PROPERTY OWNER-BUILDER

I hereby affirm that I am the legal owner of the above-referenced property. As owner of this property, I hereby authorize the following person to act on my behalf in obtaining permits from the City of Fontana and to sign any and all applications for me.

PERSON AUTHORIZED TO SIGN PERMIT(S) AND THEIR SIGNATURE:

(Print Name of Authorized Person) (Signature of Authorized Person)

The permit(s) is/are for the following: _____

I assume full responsibility under the law for permits obtained by persons authorized to act on my behalf:

By: _____
(Print Property Owner Name – Notarized Below) (Property Owner Signature – Notarized Below)

ACKNOWLEDGMENT

State of _____

County of _____

On _____, before me, _____
Date Name and Title of Officer (e.g., “Jane Doe, Notary Public”)

personally appeared _____
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature of Notary Public

Owner/builders take note!

A word of caution from the Contractors State License Board

*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.*



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 overall job.

Your responsibilities may include such things as state and federal taxes, workers’ compensation insurance, and other legal liabilities. You may be required to hire 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 licensed contractor.