



Planning & Development Department
 Building & Safety Division

Procedures for Owner Builder Building Permit Applicants And Their Authorized Agents

State law (Health and Safety Code Section 19825) now requires certain forms be filed by owner builders before obtaining a permit. Use the table below to determine who must file what form.

The owner builder must sign each required form. A copy of the owner's driver's license, state issued identification card, passport, or form notarization must be presented when the permit is issued to verify the property owner's signature.

Owner Builders

If you are not using a licensed contractor to perform the work, you must fill out and return to the Permit Service Center the **Owner Builder Verification & Limitation of Sale Forms (Supplement 1)** before obtaining a permit. You must read and initial each statement on the Verification Form to signify you understand or verify this information.

Authorized Agents

If you are using an authorized agent to obtain the building permit other than a licensed contractor who will perform the work, you must fill out and return to the Permit Service Center the **Authorization of Agent Form (Supplement 2)** before obtaining a permit.

Applicant	Owner Builder Verification & Limitation of Sale Forms (Supplement 1)	Authorization of Agent Form (Supplement 2)
Contractor	No	No
Contractor employee	No	No
Contractor permit runner	No	No
Design professional for owner builder	Yes	Yes
Design professional for contractor	No	No
Owner builder	Yes	No
Owner builder permit runner	Yes	Yes
Owner builder friend/relative	Yes	Yes
Owner contractor with Berkeley business license	No	No
Owner contractor without Berkeley business license	Yes	No