

HOMEOWNER INFORMATION SHEET

❖ RIGHTS:

§18.02.107.29.1 – Homeowner/Homestead permits.

Permits shall be issued to a homeowner doing work on their intended primary residence only if all of the following conditions apply:

1. The permit is for an R-3 occupancy that is the homeowner's own primary residence which he currently occupies;
2. The homeowner will act as his own general contractor;
3. The homeowner will perform some or all of the proposed building construction work (as permitted under this Code);
4. The homeowner provides proof that all electrical, plumbing, mechanical or irrigation work shall be performed by contractors registered with the department.
5. Permits for trades will only be issued to contractors licensed by the state and registered with the City.

(Ord. No. 18508, 5-31-2016)

❖ FEES:

A permit issued to the homeowner will be assessed the same fees as a general contractor. Re-inspection fees are to be paid before the next inspection will occur.

❖ RESPONSIBILITIES AND LIABILITIES:

Acting as the contractor, you are responsible for adhering to the requirements as outlined in the City of El Paso Municipal Code, for scheduling all inspections and completing the inspections process. Should an accident occur on your property during construction and the injured party is subcontracting the work, you will be responsible.

❖ YOU WILL ALSO BE RESPONSIBLE IF:

- The materials used during construction are substandard;
- The workers leave without completing the task;
- Construction materials are stolen or vandalized;
- The subcontractor does not complete the work;
- The subcontractor does work outside the limits of the permit;
- The subcontractor does work that does not comply with the Building Code;
- The subcontractor is not properly licensed;
- The subcontractor does not complete his or her work;
- The subcontractor does not fulfill your agreement within the price proposed; and
- Any subcontractor's work will not be covered by his bond and insurance.
- The City of El Paso cannot take action against a subcontractor when the permit is issued to the homeowner.



PLANNING & INSPECTIONS DEPARTMENT

HOMEOWNER'S AFFIDAVIT FOR BUILDING PERMIT

Property owners wishing to act as their own general contractor to alter or construct their current or intended primary residence may apply for a building permit to undertake such work. **Based on the licensing requirements of the City of El Paso, a homeowner may NOT obtain mechanical, electrical, plumbing, irrigation, and/or fire systems permits for construction, unless he/she is appropriately licensed with the state and registered with the City.** To be issued a homeowner building permit, the following is required:

- **Proof of ownership** – the applicant must be listed as the property owner by the El Paso Central Appraisal District or provide the deed listing the applicant as the owner of the property. No other forms of ownership will be accepted; and
- **For construction of a new single-family dwelling, proof of insurance** – the applicant must provide a certificate of liability insurance listing the City of El Paso as the certificate holder and certifying the following type and limits of liability are required as minimums: \$100,000 per occurrence (combined for property damage and bodily injury) and \$100,000 aggregate (total amount the policy will pay for property damage and bodily injury).

In applying for a building permit, the undersigned hereby applies for special consideration as a property owner desiring to construct or alter his/her personal residence agrees to the following:

____ I certify that I currently reside, or will occupy this home after all final inspections have passed and, if applicable, a
Initial Certificate of Occupancy has been issued; I will only use this home as a dwelling for me and my family.

____ I will serve as the general contractor and accept the inherent responsibilities for the work authorized by the permit.
Initial

____ I understand that each subcontractor working on the project under the building permit shall be registered with the
Initial City of El Paso in accordance with Chapter 18.02 (Building and Construction Administrative Code) of the El Paso Municipal Code and properly licensed. All electrical, mechanical, plumbing, irrigation, and fire systems work will be separately permitted and permits for such work can only be obtained by a contractor registered with the City.

____ I acknowledge that all work shall be performed in accordance with all applicable building codes, ordinances, rules,
Initial and regulations, and shall be inspected prior to being concealed or completed.

____ I acknowledge that a permit issued under the provisions of this code may be revoked for false statements or
Initial misrepresentation as to the material fact in the application on which the permit was based and that I am aware there are severe penalties for any knowingly false statements made in the permit application or on this affidavit.

____ I have read the Homeowner Information Sheet (on the reverse side of this document) on the liabilities and
Initial responsibilities assumed by requesting this permit.

UPON SUBMISSION, THIS AFFIDAVIT BECOMES PART OF THE ACTUAL BUILDING PERMIT.

I certify under the pains and penalties of perjury that all of the information I have provided is true, accurate, and complete.

Property Address: _____

Homeowner's Signature: _____ Date: _____

Homeowner's Name (please print): _____

STATE OF TEXAS §
COUNTY OF EL PASO §

Sworn to and subscribed before me this _____ day of _____, 20 _____.

My Commission Expires:

NOTARY PUBLIC, Signature



PLANNING & INSPECTIONS DEPARTMENT

HOMEOWNER'S PERMIT AUTHORIZATION AFFIDAVIT

This affidavit certifies that the party listed, who is not a lessee, licensed architect, engineer, or registered contractor, has been granted authorization to obtain a permit(s) on behalf of a property owner wishing to obtain a homeowner's permit. It must be filled out completely by the property owner if another party is submitting an application or obtaining a building permit on the homeowner's behalf. This form must be notarized and must be submitted prior to building permit issuance. Copies of affidavits are unacceptable.

I, _____ am the owner of and currently or intend to reside at the property
(Printed Name of Homeowner)

listed below and I certify that I have granted _____ as my duly authorized
(Printed Name of Agent)

agent and give permission to obtain the permits necessary for the construction (or installation) at the following address:

(Full address of property at which the Homeowner resides and where work will be done)

I UNDERSTAND THAT THE PERMIT(S) OBTAINED PURSUANT TO THIS AFFIDAVIT WILL BE IN MY NAME AND THAT I AM ACTING AS CONTRACTOR FOR THIS PROJECT. I ACCEPT FULL RESPONSIBILITY FOR THE WORK PERFORMED.

Homeowner's Signature: _____ Date: _____

Homeowner's Name (please print): _____

FOR NOTARY ONLY

STATE OF TEXAS §
COUNTY OF EL PASO §

Sworn to and subscribed before me this _____ day of _____, 20 _____.

My Commission Expires:

NOTARY PUBLIC, Signature