



## Information Notice to Owners About Construction Responsibilities (ORS 701.325(3))

### CONSTRUCTION CONTRACTORS BOARD

PO Box 14140, Salem, OR 97309-5052

Telephone: 503-378-4621

Website Address: [www.oregon.gov/ccb](http://www.oregon.gov/ccb)

**Homeowners acting as their own general contractors to construct a new home or make substantial improvement to an existing structure, can prevent many problems by being aware of the following responsibilities:**

Homeowners who use labor provided by workers not licensed by the Construction Contractors Board may be considered an employer, and the workers who provide the labor may be considered employees.

**As an employer, you must comply with the following:**

- **Oregon's Withholding Tax Law:** Employers must withhold income taxes from employee wages at the time employees are paid. You will be liable for the tax payments even if you don't actually withhold the tax from your employees. For more information, call the Department of Revenue at 503-378-4988.
- **Unemployment Insurance Tax:** Employers are required to pay a tax for unemployment insurance purposes on the wages of all employees. For more information, call the Oregon Employment Department at 503-947-1488.
- **Oregon's Business Identification Number (BIN):** is a combined number for both Oregon Withholding and Unemployment Insurance Tax. To file for a BIN, go online to the Oregon Business Registry. For questions, call 503-945-8091.
- **Workers Compensation Insurance:** Employers are subject to the Oregon Workers Compensation Law, and must obtain Workers Compensation Insurance for their employees. If you fail to obtain Workers Compensation Insurance, you could be subject to penalties and be liable for all claim costs if one of your workers is injured on the job. For more information, call the Workers Compensation Division at the Department of Consumer and Business Services at 800-452-0288.
- **Tax Withholding:** Employers must withhold Social Security Tax and Federal Income Tax from employee wages. You may be liable for the tax payment, even if you didn't actually withhold the tax. For a Federal EIN number, go online to [www.irs.gov](http://www.irs.gov).

### **Other Responsibilities of Homeowners:**

- **Code Compliance:** As the permit holder for a construction project, the homeowner is responsible for notifying building officials at the appropriate times, so that the required inspections can be performed. Homeowners are also responsible for resolving any failure to meet code requirements that may be found through inspections.
- **Property Damage and Liability Insurance:** Homeowners acting as their own contractors should contact their insurance agent to ensure adequate insurance coverage for accidents and omissions, such as falling tools, paint overspray, water damage from pipe punctures, fire, or work that must be redone. Liability Insurance must be sufficient to cover injuries to persons on the job site who are not otherwise covered as employees by Workers Compensation Insurance.
- **Expertise:** Homeowners should make sure they have the skills to act as their own general contractor, and the expertise required to coordinate the work of both rough-in and finish trades.

**Please review and sign the required property owner statement on page 2.**

## Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are property owners and are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. (ORS 701.325 (2)).

This statement is required for residential building, electrical, mechanical, and plumbing permits. This statement will be filed with the permit.

### Review and check the box to acknowledge:

☐ I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board, and for Plumbing and Electrical Permits subcontractors also licensed with Building Codes Division. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

☐ I understand that this permit is non-transferable to another person, company, or contractor.

### Review and check the boxes, if applicable:

☐ I am not using an electrical contractor and will be performing my own electrical work in compliance with the requirements set forth under ORS 479.540.

☐ I am not using a plumbing contractor and will be performing my own plumbing work in compliance with the requirements set forth under ORS 693.020.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that I am the homeowner applying for this permit and that the information on this homeowner statement is true and accurate.

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Name of Permit Applicant

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Date