

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with Pride

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TO: Homeowner
FROM: Charles D. Lazzara, Building Director
SUBJECT: Permits Issued "By Owner"

Please be advised of the following consequences if you state on a permit application you are doing your own work:

If you receive a "work by owner" permit and are caught hiring someone else to do the work, you will be subject to a \$500.00 fine.

Please call the Building Department to add a contractor's name to your permit if you decide afterward not to do the work yourself.

If you receive a "work by owner" permit, you can use helpers but *you* must be at the house working on the project. If you leave, even to go to the store, all work must stop or it will appear you have hired an unlicensed contractor and you will be subject to a \$500.00 fine.

You can receive a PLUMBING "work by owner" permit *only* if:

- 1. You can demonstrate knowledge of plumbing work.**
- 2. You perform the work yourself. Anyone who assists you **MUST** be a licensed plumber.**
- 3. The house is your primary place of residence for a minimum of six months after the work is complete.**

To do so otherwise will result in a minimum \$1000.00 fine per State law.

Please print and sign your name below indicating you are the one who will be doing the work, and you have read and understand the above warning.

Print Name

Date

Signature