



DEVELOPMENT DEPARTMENT

HOMEOWNER INFORMATION SHEET

RIGHTS

18.02.105.28.1 Homestead Permits.

Permits shall be issued to a homeowner doing work on their 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 Title 18 of the El Paso Municipal Code.
4. The homeowner provides proof that all electrical, plumbing, mechanical, or irrigation work shall be performed by contractors registered with the department.

18.02.105.28.2. Owner Permits

No permit shall be issued to the owner of any building, structure or occupancy, except R-3 occupancies.

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, you must contact the authorities
- the subcontractor does not complete the work
- the subcontractor does work outside the limits of this 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



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- the contractor or subcontractor does not fulfill your agreement within the price proposed
- any subcontractor's work will not be covered by his bond and insurance. The City of El Paso cannot take any action against a subcontractor WHEN THE PERMIT IS ISSUED TO THE HOMEOWNER.



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HOMEOWNER'S AFFIDAVIT

This is to certify that I,

_____ (Print Name)

am the owner of

_____ (Print Address)

and that the work being performed at this address is to be done by me personally, or by a subcontractor whom I hire.

The work is to be done in a residence **owned and occupied by me and is my homestead**, in accordance with Chapter 18 of the El Paso Municipal Code.

Any subcontractor I hire, shall be registered with the City of El Paso and have the required bond, insurance, and/or state license and obtain the required permit for the type of work being done.

I understand that there are severe penalties for falsifying this affidavit or permit. I have **READ** the Homeowner Information Sheet listed above of this application on the liabilities and responsibilities assumed by requesting this permit. _____ (Homeowner's Initials)

Homeowner's Signature

Below please specify the name of the subcontractors associated with this permit.

Mechanical CONTRACTOR _____

Plumbing CONTRACTOR _____

Irrigation CONTRACTOR _____

Electrical CONTRACTOR _____

The individual listed below is authorized to sign for this permit.

Name of Agent Authorized by Homeowner (Please Print)

Name of Homeowner (Please Print)

Homeowner's Signature