



HOMEOWNER'S PERMIT APPLICATION

INSTRUCTIONS FOR OBTAINING A HOMEOWNER'S PERMIT

In order to qualify for a Homeowner's Permit the City of Gallup Planning & Development Department will verify that the homeowner has properly completed the Acknowledgement Form and in order to fully understand his/her responsibilities and liabilities in assuming the project, the homeowner must appear in person either at City of Gallup Planning & Development Department and provide the following information:

1. This Acknowledgement & Instruction sheet must be signed and acknowledged as accepting all responsibilities and liabilities by the homeowner in person at the City of Gallup Planning & Development Department.
2. Proof of identity and proof of ownership of the property for which a permit is sought. Proof of identity may include current driver's license; Proof of ownership of the property may include a deed, real estate contract, or such other proof as acceptable to the division.

THE HOMEOWNER PERMIT RESPONSIBILITIES AND LIABILITIES ACKNOWLEDGEMENT FORM MUST BE SIGNED AND NOTARIZED!!!

I, _____ state and certify that I have read this instruction sheet completely, that I understand what I must do in order to obtain a homeowner's permit, and agree that I shall comply with the requirements.

Signature

Print Name

Mailing Address

City / State / Zip Code

Telephone Number

E-Mail Address

FOR OFFICIAL USE ONLY

[DATE RECEIVED]

DO NOT WRITE IN THIS BOX



CITY OF GALLUP

HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

A Homeowner's Permit carries serious responsibilities and is not appropriate for everyone. Please read each of the following statements. If you agree with a statement and your answer is "YES", then circle the appropriate answer. If you do not answer "YES" to every statement, you should seriously reconsider applying for a Homeowner's Permit.

After marking each item and signing this form in the presence of a notary public, you are required to submit this checklist with your Building Permit application package. This signed checklist will be kept on record with the permit application as proof of your assumption of the risks and liabilities associated with a Homeowner's Permit. Call or visit the City of Gallup Planning Office as to other required submittals.

SELECT FROM THE FOLLOWING:

- I plan to build a single-family home that will be owned and occupied by myself.
- I plan to alter, repair and or make improvements to a home owned and occupied by me.
- I plan to build or improve a free-standing storage building 120 sq. ft. or more located on my residential property.
- I plan to erect a privacy fence or add to an existing fence located on my residential property

Read each statement then answer accordingly if you agree circle "YES" or disagree circle "NO". If you do not answer "YES" to every single statement, you should seriously re-consider applying for a Homeowner's Permit.

YES NO	I understand I must apply for my Homeowner's Permit by myself and cannot delegate this task to anyone.
YES NO	I am familiar with the construction process and know enough about building to be my own homeowner-builder.
YES NO	I am familiar with the New Mexico Building Code, the Construction Industries Licensing Act, the Construction Industries Division Rules & Regulations, and the building requirements of the City of Gallup.
YES NO	I will comply with all applicable building codes and requirements.
YES NO	I will call for inspections at the appropriate times and will make my premises accessible to the inspector.
YES NO	I understand that a re-inspection and a re-inspection fee will be required if any work does not meet code and/or I call for an inspection when the work is not ready and/or the work to be inspected is not accessible to the inspector.
YES NO	I understand that by taking out a Homeowner's Permit, I am acting as my own homeowner-builder
YES NO	I understand that, as the homeowner-builder, I can hire subcontractor(s) to perform all or any portion of the work. Licensed subcontractors will be responsible for their work, which also must be permitted separately.
YES NO	I understand that before I hire any subcontractor, I must verify with the Construction Industries Division that he/she is duly licensed in New Mexico to perform the type of work for which I intend to hire him/her for.
YES NO	I understand that, as the homeowner-builder, I may physically do the work myself and/or hire employees
YES NO	If I hire anyone (besides a licensed subcontractor) to assist me in the building, altering or repairing, I understand that person will be my employee and under my direction.
YES NO	I will pay hourly wages to my employee(s) and will offer no other form of compensation.
YES NO	If I hire an employee(s), I understand I must have or must secure, my owner State and Federal employer tax identification numbers.
YES NO	I will make my State and Federal Employer tax identification numbers available to the Building Inspector upon request.
YES NO	I will withhold all required State and Federal Taxes, Social Security, etc. from the wages I pay to my employees.
YES NO	I will make my payroll records available to my inspector upon his/her request.
YES NO	I understand that I must carry Worker's Compensation Insurance if I employ a total of three or more persons (not including subcontractors).
YES NO	I understand that if I have less than three employees, I may carry Work's Compensation insurance, but not required to do so.



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Read each statement then answer accordingly if you agree circle "YES" or disagree circle "NO". If you do not answer "YES" to every single statement, you should seriously re-consider applying for a Homeowner's Permit.

YES NO	I understand that if I do not carry Worker's Compensation Insurance, I may be financially responsible if any of my employees are injured while working on my premises. This financial liability will include employee(s) for whom I was not required to carry Worker's Compensation Insurance.
YES NO	If I hire a subcontractor and he does not carry Worker's Compensation Insurance, I understand I may be financially responsible if any of his workers are injured while working on my premises.
YES NO	If I hire a "Construction Manager" or "Superintendent" or "Foreman" to oversee my work, I understand such person will be my employee, and I will pay him hourly wages and no other form of compensation
YES NO	If I hire a "Construction Manager" or "Superintendent" or "Foreman" to oversee my work, I understand that, as the homeowner-building, I am still the responsible party for compliance with all building codes and construction requirements and for the quality and completion of all contracting work performed under my Homeowner's Permit by my subcontractor(s), employee(s), and me.
YES NO	If I hire a GB-2 or GB-98 licensed contractor to supervise my work, I must void my Homeowner's Permit. The licensed contractor must permit the project under his/her own license.
YES NO	I understand that if I do not want to be responsible for the quality and completion of all work on my home and for compliance with all building codes, and construction requirements, I should not obtain a Homeowner's Permit. Rather, I should hire a licensed general contractor to take over those responsibilities.
YES NO	If I am building my own home and during the process of building, I decide not to own and/or occupy the home when it is completed, I understand I am no longer eligible for a Homeowner's Permit. At that time, I will immediately cancel my Homeowner's Permit and hire a licensed general contractor to complete the work.
YES NO	I understand that my Homeowner's Permit is only for general construction building. Any electrical, mechanical or plumbing work must be permitted separately.
YES NO	I understand electrical and/or a properly licensed contractor must perform plumbing work unless I have demonstrated my ability to do such work by passing a homeowner's examination administered by the electrical or plumbing inspected for the jurisdiction in which I am building my home. This includes: (1) Having my submitted plans approved; and (2) obtaining all required permits and calling for all final inspections.
YES NO	I understand that under no circumstances, can I perform HVAC or natural gas work under my Homeowner's Permit, and I must hire an appropriately licensed subcontractor who will obtain his own permit for performing such work.
YES NO	I understand that if I hire a subcontractor to do this electrical and/or plumbing work, that subcontractor must obtain his own permit for his portion of the work.
YES NO	I understand that if I do not cure any cited code violations within ninety (90) days, I am subject to violations and penalties as defined in the Municipal Code.
YES NO	I understand that if I fail to call for a final inspection, I am subject to violations and penalties as defined in the Municipal Code.
YES NO	I understand that I must call for and pass all required inspections, including a Final Inspection, in order to obtain a Certificate of Occupancy or a Certificate of Completion.
YES NO	I understand the law requires I may not occupy my home (or addition to my home) until a Certificate of Occupancy has been issued by our general construction inspector.
YES NO	I understand that if I disregard the law and occupy my home (or addition) prior to final inspection, no Certificate of Occupancy will be issued to me after final inspection or at any time in the future.
YES NO	I understand that I may have difficulty in closing on a construction loan, refinancing my home or selling my home in the future if I do not follow all laws and procedures and obtain a Certificate of Occupancy or Certificate of Completion.
YES NO	I understand that Certificate of Occupancy will clearly state my home (or addition) was built under a Homeowner's Permit.
YES NO	I understand that I will have limited remedies available to me through the Construction Industries Division and/or the Construction Industries Commission or the City of Gallup because I have assumed the responsibilities for this project that would have normally been assumed by a licensed general contractor.



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I, _____, certify that I have read and reviewed the aforementioned statements and understand the requirements and responsibilities that accompany a Homeowner's Permit. I agree to be bound by all applicable codes, laws, rules, regulations, requirements and responsibilities. I understand I cannot perform any electrical, mechanical or plumbing work under this permit. If I hire a licensed contractor to do any portion of this project; the contractor will apply for his/her own permit for this portion of the work. Furthermore, per **New Mexico Administrative Code §14.5.2.18 A. Homeowner's Permit**, I understand and affirm that by applying for a homeowner's permit, it may not be used to cover construction of any structure, or installations within any structure, or construction of part of a structure, where the homeowner will not personally reside.

Signature of Homeowner

(Homeowner Signature must be signed before a notary witness)

State of New Mexico

County of _____

This instrument was acknowledged before me on the _____ of _____, 20 _____

By _____.

Signature of Notarial Officer

[SEAL]

My Commission Expires: _____

**NOTE: This signed copy is to be attached to the Homeowner's Permit application.
A photocopy is to be given to the homeowner named above.**