

HOMEOWNER'S RESPONSIBILITIES FORM

For any type of alteration or construction made to a residential building

Check the appropriate box:

- I plan to build a single-family home that will be owned and occupied by myself.
- I plan to alter, repair or make improvements to a home owned and occupied by me.
- I plan to build or improve a free-standing storage building 200 sq ft or more located on my residential property.

A Homeowner's Permit carries serious responsibilities and is not appropriate for everyone.

1. Please read and thoroughly understand each of the following statements. If you do not answer "yes" to every statement, you should **seriously reconsider** applying for a Homeowner's Permit.
2. Sign this form in the presence of a Notary Public
3. Submit this checklist with your Building Permit application package. (The 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.)

Village of Ruidoso

I, _____ certify that I have read the below statements and understand the requirements and responsibilities that accompany a Homeowner's Permit, and I agree to be bound by all applicable codes, law, 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 own permit for this portion of the work.

I understand I am required to substantiate my construction knowledge to the satisfaction of the Village of Ruidoso.

X _____
Homeowner Signature (must be signed before a notary witness)

NOTARY

Sworn to before me this _____ day of _____, 20____

Notary Witness Signature

My Commission Expires _____

<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand I must apply for my Homeowner's Permit by myself and cannot delegate this task to anyone.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I am familiar with the construction process and know enough about building to be my own homeowner builder.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I am familiar with the New Mexico Building Code, the Construction Industries Licensing Act, the Construction Industries Division Rules and Regulation, and the building requirements of the jurisdiction in which I plan to build my home or in which my home is located.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will comply with all applicable building codes and requirements.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will call for inspections at appropriate times and will make my premises accessible to the inspector.
<input type="checkbox"/> Yes <input type="checkbox"/> 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 work is not ready and/or the work to be inspected in not accessible to the inspector.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, by taking out a Homeowner's permit, I am acting as my own homeowner-builder.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, as the homeowner-builder, I can hire subcontractor(s) to perform all or any portion of the work
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that before I hire any subcontractor, I must verify with the Village of Ruidoso that he is duly licensed in New Mexico to Perform the type of work for which I intend to Hire.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, as the homeowner-builder, I may physically do the work myself and/or hire employees.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire anyone (besides a licensed subcontractor) to assist me in building, altering or repairing, I understand that person will be my Employee and under my direction.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will pay hourly wages to my employee(s) and will offer no other form of compensation.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire any employee(s), I understand I must have, or must secure, my own State and Federal employer tax numbers.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will make my State and Federal employer tax numbers available to the Village of Ruidoso upon request.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will withhold all required State and Federal taxes, Social Security, etc. from the wages I pay to my employee(s).
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will make my payroll records available to my inspector upon request.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I must carry Worker's Compensation insurance if I employ a total of three or more persons (not including Subcontractors).
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I have less than three employees, I may carry Worker's Compensation insurance but am not required to do so. I understand that if I do not carry Workers' 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 Workers Compensation insurance.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire a subcontractor and he does not carry Worker's Compensation, I understand I may be financially responsible if any of his Workers are injured while working on my premises.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire a "construction manager" or "subcontractor" or "foreman" to oversee my work, I understand that, as the homeowner-Builder, 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 myself.
<input type="checkbox"/> Yes <input type="checkbox"/> 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 own license.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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 take over those responsibilities.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that my Homeowner's Permit is only for general construction building. Any electrical, mechanical or plumbing work Must be permitted separately.
<input type="checkbox"/> Yes <input type="checkbox"/> 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 inspector for the jurisdiction in Which I am building my home. This include: (1) having my submitted plans approved and (2) obtaining all required permits and Calling for all required inspections.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I hire a subcontractor to do the electrical and/or plumbing work, that subcontractor must obtain his own permit For his portion of the work.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I do not cure any cited code violation within 90 days, the Village of Ruidoso may asses a penalty of up to Two Hundred dollars (\$200.00) against me.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I fail to call for an inspection, the Village of Ruidoso may asses a penalty of up to Five Hundred Dollars (\$500.00)
<input type="checkbox"/> Yes <input type="checkbox"/> 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
<input type="checkbox"/> Yes <input type="checkbox"/> 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 my general construction inspector.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that the Certificate of Occupancy will clearly state my home (or addition) was built under a Homeowner's Permit.
<input type="checkbox"/> Yes <input type="checkbox"/> 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 Village of Ruidoso because I have assumed the responsibilities for this project that would have Normally been assumed by a general contractor.

14.5.2.18 HOMEOWNER’S PERMIT:

A. Homeowner’s permits are limited to single-family dwellings, appurtenant structures to single-family dwellings such as private garages, carports, sheds and agricultural buildings, and are issued only to the property owner. Homeowner’s permits may only be used by homeowner where the homeowner personally resides. All homeowner permit applications are subject to approval.

B. Any person applying for a homeowner’s permit in order to construct a personal residence in accordance with Paragraph (10) of Subsection D of CILA Section 60-13-3 must sign a homeowner’s permit responsibility sheet issued by the division, or its authorized local building department, acknowledging legal responsibilities and liabilities before obtaining such a permit.

C. The homeowner’s permit covers general, residential construction only.

D. A homeowner’s permit may not be used to permit a project where a GB-2 or GB-98 contractor is acting as a general contractor on the project. Any contractor acting as a general contractor on a project where there is a homeowner’s permit must obtain a building permit for his work, and shall be held responsible for any work performed at this site. Further, licensed subcontractors will be held responsible for their work, which also must be permitted separately.

E. A homeowner may perform electrical or plumbing work on his home (single-family dwelling) only if he has demonstrated sufficient knowledge as determined by the appropriate TCB or CBO. The TCB or CBO shall determine minimum competency by a submittal of the plans for the proposed work and may include the completion of a written examination with a minimum passing score of seventy-five percent. Failed examinations may not be repeated sooner than 30 days after the date of the failed exam.

F. After approval of the submitted plans and satisfactorily passing the written examination(s), the homeowner then must obtain the applicable permit(s) for the electrical plumbing work and must pay the required inspection fees.

G. Homeowner’s permit projects may not be placed on the market for sale while under construction. Such an action violates the requirements of Paragraph (10) of Subsection D of CILA Section 60-13-3, and will result in the automatic void of the permit by the division. Such a violation may also result in initiation of unlicensed contracting charges against the homeowner in accordance with the requirement of CILA Section 60-13-52.

H. No more than one homeowner’s permit for a single-family dwelling shall be issued to the same person within any 12 month period.

I. Where a homeowner’s permit is involved, a properly licensed contractor must install HVAC and natural gas or LP gas installations. This work shall be permitted and inspected pursuant to the standard requirements of the division.

[14.5.2.18 NMAC - Rp, 14.5.2.18 NMAC, 11/15/2016]

Signature

date