

## Certificate for owner-generated permits

### **Important notes about document submissions**

- All documents must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit documents as PDF file type only.
- Permit review will be delayed if the required documents are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- All submitted documents will become a public permanent record of the property. It is in your best interest that the submitted PDFs are of the highest quality and detail, in case you or somebody else needs to refer to them in the future.

### **General information**

Please complete the form on page 2, save this document as a PDF and upload it to the [Customer Access](#) portal.

## Required certification information

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permit #: \_\_\_\_\_ Permit Date: \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this certification, I acknowledge and state (please initial each statement):

\_\_\_\_ I understand that Arapahoe County Board of County Commissioners' Resolution #180258, adopted in accordance with State Law, requires that building contractors performing work within unincorporated Arapahoe County first obtain a building contractors license from Arapahoe County unless the person performing the work is exempt as an "owner-occupant"

\_\_\_\_ I intend to perform all construction work associated with the above permit number as an "owner-occupant" to the above-mentioned address.

\_\_\_\_ I understand that if I should employ any person, not an independent contractor, to assist me in the work, I may be required under Colorado State Law to obtain Worker's Compensation to protect such employees and that failing to comply with the requirements of said Law could expose me to liability and/or penalties.

\_\_\_\_ If I should desire to retain a building contractor to perform any portion or all of the work under the above permit number, I will ensure that the building contractor possesses a valid contractor's license as required under Arapahoe County Resolution #180258.

\_\_\_\_ I hereby acknowledge that I have read and understood the foregoing document and agree to comply with its content.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date