



## OWNER-BUILDER FORM

Please complete this form if you are not licensed by the S.C. Department of Labor, Licensing, and Regulation and wish to do work that requires a license at the residence where you live.

### CONTACT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

### STATEMENTS OF UNDERSTANDING

Please read and initial each statement.

Initials \_\_\_\_\_ I hold title to and live at above property.

Initials \_\_\_\_\_ I understand that I must abide by all land use planning ordinances (including but not limited to the zoning ordinance) and building code regulations that are in effect at the time that I apply for a permit.

Initials \_\_\_\_\_ I understand that the Town of Lexington's building inspectors enforce and interpret the 2006 International Residential Code. I have a copy of this code book, or will purchase a copy (www.sbcci.com), or will review a copy at the Town of Lexington's Department of Planning, Building, and Technology (the Department cannot give or lend you a copy).

Initials \_\_\_\_\_ I understand that the Town of Lexington's Building Official and Building Inspectors will not design, alter, or give advice on how to meet the 2006 International Residential Code but will make sure that the structure meets the code.

Initials \_\_\_\_\_ I understand that I must live in the residence for two years after the work is completed.

Initials \_\_\_\_\_ I plan to do all of the construction myself.

OR

Initials \_\_\_\_\_ I plan to do part of the construction myself and to hire subcontractors to do the rest of the work.

If you plan to hire any subcontractors, please read and initial each of the following statements.

Initials \_\_\_\_\_ I understand that all subcontractors that I compensate for work performed are required to have proper licenses from the S.C. Department of Labor, Licensing, and Regulation. If any of my subcontractors do not have the proper state license, I will be held responsible.

Initials \_\_\_\_\_ I understand that if all subcontractors that I compensate for work performed are required to have business licenses from the Town of Lexington. If any of my subcontractors do not have a business license, I will be held responsible. However, I may obtain one Town of Lexington business license to cover all work done by my subcontractors if I wish.

Initials \_\_\_\_\_ I understand that my subcontractors must obtain a building permit from the Town of Lexington for the work that they perform. However, I may obtain one building permit to cover all work done by my subcontractors if I wish.

Initials \_\_\_\_\_ I understand that the Town of Lexington will not become involved with disputes between me and my subcontractors. I understand that I must handle any disputes with subcontractors.

Initials \_\_\_\_\_ I understand that my employees (persons directly employed by me) are subject to state and federal laws, including but not limited to occupational safety, family and medical leave, worker's compensation, social security, income tax withholding, and minimum wage laws.

Initials \_\_\_\_\_ I understand that if any person gets injured on my construction project, they may be entitled to worker's compensation. If he/she does not have a worker's compensation policy, I could be held liable for medical and related costs possibly including loss of wages during recovery from the injury.

I have read, understand and will abide by all of the above information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DISCLOSURE STATEMENT

The Town of Lexington Department of Planning, Building & Technology, under the authority of the Codes of Laws of the State of South Carolina, 1976, as amended Title 40, Chapter 59, Article 1, Section 40-59-260, is providing the undersigned this disclosure statement.

State law requires residential construction to be done by licensed residential builders and specialty contractors. You have applied for a permit under the exemption to the law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license. You must supervise the construction yourself. You may improve any one-family or two-family residence. The building must be for your own use and occupancy. It may not be built for sale or rent. If you sell or rent a building that you have built yourself within two years after the construction is completed, the law will presume that you built it for sale or rent, which is a violation of this exemption. You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that persons employed by you have licenses required by state law and by county or municipal licensing ordinances. Your construction must comply with all applicable laws, ordinances, building codes and zoning regulations.

Pursuant to South Carolina Code Section 40-59-260 (e), the owner must promptly file a PUBLIC RECORD NOTICE, provided by the Town of Lexington, in the Register of Deeds office for Lexington County upon completion of the construction. Failure to do so revokes the statutory exemption. The undersigned acknowledges the above notice and acknowledges the receipt of the PUBLIC RECORD NOTICE that must be filed in the Register of Deeds office.

Date: \_\_\_\_\_

Owner-Builder Signature: \_\_\_\_\_

Owner-Builder Printed Name: \_\_\_\_\_

Address / Description of Property: \_\_\_\_\_

\_\_\_\_\_

Tax Map Number of Property: \_\_\_\_\_



## PUBLIC RECORD NOTICE

I am the owner of the below described property. I have constructed a residential building and/or made improvements to the existing residential structure on the property. I am not a licensed builder.

Date: \_\_\_\_\_

Owner-Builder Signature: \_\_\_\_\_

Owner-Builder Printed Name: \_\_\_\_\_

Address / Description of Property: \_\_\_\_\_

\_\_\_\_\_

Tax Map Number of Property: \_\_\_\_\_