



OWNER-BUILDER PERMIT REQUIREMENTS

Owner-Builder permits in the City of West Hollywood are limited to **single-family dwellings and duplex projects only**. All other projects, including Accessory Dwelling Units (ADUs), multifamily, and commercial developments, **require a licensed contractor—no exceptions**.

A property owner of a one- or two-family residence may obtain all required permits to construct, alter, add, improve, or repair their principal place of residence only if:

- None of the improvements are intended for sale within one year after completion.
- The property owner has resided in the home for at least one year.

For more information on Owner-Builder permits, please refer to the **Contractors State License Board (CSLB)** website and **Business and Professions Code (BPC) Section 7044**.

Required Documents for Owner-Builder Permits

The following documents must be uploaded as part of your application:

1. **Proof of Identification** (must be a valid photo ID)
 - Driver's License
 - State-Issued ID Card
 - Alien Registration Card
 - U.S. Passport
2. **Proof of Ownership**
 - Grant Deed
 - Property Tax Statement

If the property is owned by a Trust:

- A copy of the trust paperwork showing the trustee or executor as an authorized signatory.

If the property is owned by a Corporation, LLC, or Partnership:

- A copy of the operating agreement or corporate formation documents verifying the authorized signatory (e.g., President, Vice-President, CEO, Partner, or Managing Member).

Additional Requirements for Authorized Agents

If an agent is applying on behalf of the property owner, the following additional documents are required:

1. **Notarized Letter of Authorization** – A signed and notarized letter from the property owner authorizing the agent to obtain building permits.
2. **Proof of Identification for the Authorized Agent** – The agent's ID must match the name listed on the authorization letter.