



City of  
West University  
Place

Public Works Department  
Community Development

**BUILDING-PROPERTY OWNER'S  
AFFIDAVIT EXEMPTION FROM  
CONTRACTOR REGISTRATION  
REQUIREMENTS**

SUBJECT		
ON THIS DATE	STATE OF	COUNTY OF
	§	§
<p>I, the owner, hereby certify that I am the owner of the property located at the address below, which is my residential homestead, and that I intend to perform the work for which this permit is required without the involvement of a contractor and as such I am exempt from the ordinance requiring contractor registration.</p> <p>I assume full responsibility for and will personally supervise or do all work allowed by law on the permitted structure. If I employ subcontractor(s) for all or part of the work, the subcontractor(s) must be licensed to perform such work.</p> <p>I further understand that I am liable and responsible for any employee(s) and/or subcontractor(s) that I hire, which may require, but is not limited to the provision of: liability insurance, worker's compensation, unemployment compensation and the payment of all applicable taxes.</p>		
PRINT OWNER NAME		
OWNER SIGNATURE		SIGNATURE DATE
<b>PROPERTY ADDRESS</b>		
ADDRESS		
CITY	STATE	ZIP CODE

OFFICIAL USE ONLY	
STATE OF	COUNTY OF
§	§
<b>ACKNOWLEDGMENT OF FILING.</b>	
The building official of the City acknowledges that this instrument was duly <b>sworn to</b> and subscribed to before me.	
BY	<b>LEGIBLE SEAL</b>
DATE ACKNOWLEDGED	
COMMISSION EXPIRATION	
NOTARY PUBLIC	

**NOTE:**  
**AFTER COMPLETION AND NOTARIZATION, SUBMIT THIS FORM ALONG WITH THE BUILDING PERMIT APPLICATION IN PERSON TO:**

**THE CITY OF WEST UNIVERSITY PLACE**  
3826 AMHERST STREET  
WEST UNIVERSITY PLACE, TEXAS 77005