



# Community Development Department

## Building Division

### Homeowner/General Contractor Exemption

There is tremendous responsibility that homeowners' assume when they make the decision to act as their own General Contractor. It is important that they have a full knowledge and understanding of the responsibilities associated with the decision to act as their own General Contractor. Executing this agreement is the Building Division's way of ensuring that homeowners who make the decision to act as their own General Contractor understand the responsibilities required to successfully complete their project.

Date: \_\_\_\_\_ Project Type: \_\_\_\_\_

Applicant/Owner's Name(s): \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant/Owner's Phone: \_\_\_\_\_

Applicant/Owner's Email: \_\_\_\_\_

Subcontractors for Project (Select all that apply):  
 Plumbing      Electrical      Carpentry/Framing      Roofing  
    HVAC/Mechanical      Other \_\_\_\_\_

#### Applicant Acknowledgement Section:

Read the statements below, initial on the lines and complete:

\_\_\_\_\_ I have read and reviewed the included and attached information and homeowner responsibilities (*See back of page*) regarding the General Contractor exemption.

\_\_\_\_\_ The property will be the primary residence of the applicant throughout the pre-permit period and shall remain the primary residence of the applicant for no less than six (6) months after the completion of construction.

\_\_\_\_\_ The applicant will personally superintend and manage all aspects of the construction or alteration of the building, performance of all subcontractors, compliance with approved plans and specifications on file with the City, and will not delegate this duty to any other person who is not a licensed general contractor.

\_\_\_\_\_ The applicant understands and will be responsible to ensure that all work is performed in accordance with the applicable Building, Zoning, Fire, and Illinois State Codes and amendments as adopted by the City of Highland Park.

\_\_\_\_\_ The applicant understands and attests all plumbing work shall comply with the minimum standards for plumbing contained in the Illinois State Plumbing Code, shall be subject to inspection by the City's Plumbing Inspector, and the applicant shall not employ other than an Illinois licensed plumber to assist him or her.

*Please also include a photo ID with the construction address as residence of the applicant or other proof of ownership.*

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

FOR STAFF USE: APPROVAL SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

## Homeowner/General Contractor Exemption Responsibilities:

Hiring a General Contractor to manage a construction project may offer a resident ease, convenience, and, most importantly, expertise. General Contractors in the City of Highland Park are required to be licensed by the City. ***City licensure offers residents a level of protection, ensuring that contractors have knowledge of local codes and ordinances and are operating their business to a minimum standard of professionalism.***

Highland Park also offers homeowners the opportunity to act as their own General Contractor for projects performed on their own primary residence. The intent for this Homeowner/General Contractor exemption is to allow homeowners who have experience, knowledge, and skillsets the opportunity and flexibility to save money and manage their own construction timeframe. Acting as your own General Contractor is a role that carries substantial responsibility throughout the duration of the project.

### **As a homeowner acting as your own General Contractor:**

- ❖ You will be personally and financially accepting responsibility for all work on this project.
- ❖ You are responsible to see that all work meets the adopted Building, Zoning, and Fire Codes and amendments for the City of Highland Park and other relevant Illinois State Codes applicable to the scope of work.
- ❖ You are responsible to hire properly licensed, bonded, insured subcontractors.
- ❖ You must supervise all work.
- ❖ You must submit all applicable and necessary documents, plans, and drawings to meet the building permit submission requirements and you must personally apply for your building permit. A valid ID must be shown at the time of permit application and the ID must match the information at the Assessor's office.
- ❖ You, as the General Contractor, will be the contact person for the project. Therefore, you will be responsible to communicate with the permit technicians, planners, plan reviewers, inspectors, and other Community Development staff and personnel directly throughout the development process.
- ❖ You, as the homeowner, cannot obtain a building permit under this exemption and then delegate these duties to an unlicensed person or contractor. The Building Department reserves the right to request a scope of work to be submitted that clarifies the allocation of work to contractors, if necessary.
- ❖ There is a legal responsibility to acting as your own General Contractor.
- ❖ You are responsible for scheduling all inspections. Requests can be sent to [buildinginspections@cityhpil.com](mailto:buildinginspections@cityhpil.com) or by phone at 847.432.0808. Please include property address, permit number(s), all requested inspection type(s), name, phone, & email of contact for day of inspection, and preferred timeframe of AM (8am-12pm) or PM (12pm-3pm). The cutoff time is 2:30pm for an inspection on the next business day.

