



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 line 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 remain be the primary residence of the applicant throughout the pre-permit period; (ii) the property remains the primary residence of the applicant throughout the post-permit period

_____ 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; and

_____ 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 adopted by the City of Highland Park.

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 peace of mind. 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 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.

