



CITY OF LITTLETON BUILDING DIVISION

Policy #22-001

3/4/2022

HOMEOWNER BUILDING PERMITS

PURPOSE

To clarify eligibility and the requirements related to obtaining a building permit classified as a “Homeowner” permit

BACKGROUND

City of Littleton Municipal Code Title III establish guidelines and requirements related to eligibility for “Homeowner” permits. The intent of a Homeowner permit is to allow homeowners to **personally perform work on residential properties that they own, use and occupy**. Homeowner permits are not intended to allow homeowners to act in the capacity of a general contractor while foregoing the licensing requirements established in Title III associated with that responsibility. The intent of licensing and the testing requirements associated with that licensing is not intended to impede any individual or firm desiring to conduct work within the City of Littleton. It is to ensure that individuals or firms conducting work on structures possess the knowledge and understanding necessary to achieve compliance with adopted codes and amendments and ensure and maintain the safety of structures within the City.

POLICY

1. “Homeowner” permits are available only for residential properties and only to those individuals who **own, use, and occupy the property** on which the work is to be performed. (Title 3-16-1 B 1).
2. Homeowners who own, use, and occupy the property for which they are applying for a permit are **not required to obtain a Contractors’ license** or provide proof of qualification for the work to be performed, provided that there is compliance with all of the following:
 - They are personally performing all work to be permitted.
 - The work to be performed does not affect the structural sufficiency of the structure as determined by the Chief Building Official.
 - The work to be performed does not potentially adversely affect the mechanical, electrical, or plumbing systems as determined by the Chief Building Official (Title 3-16-1 D).
3. Property owners who do not currently use and occupy a property for which they are applying for a permit **are required to obtain a Contractor’s license** in accordance with the requirements established for Residential Class C Contractors in Title 3 of the City of Littleton Municipal Code **or** provide evidence of contractual agreement with a duly and currently licensed general contractor possessing the required City of Littleton license(s) and list that licensed general contractor on the building permit application.
4. Homeowners who own, use, and occupy a property for which they are applying for a permit **are required to obtain a Contractor’s license** and provide proof of qualification for the work to be performed **or** provide evidence of contractual agreement with a duly and currently licensed general contractor possessing the required City of

Littleton license(s) and list that licensed general contractor on the building permit application when any of the following apply:

- Any portion of the work to be performed is being undertaken by an individual or firm other than the Homeowner (Not being personally performed by the homeowner as required by Title 3-16-1).

Exception:

- If a portion of the work to be performed is related to **a single discipline** and is undertaken by an individual or firm that is duly and currently licensed or registered with the City of Littleton for work in such discipline.
- The work to be performed affects the structural sufficiency of the structure as determined by the Chief Building Official.
- The work to be performed may potentially adversely affect the mechanical, electrical, or plumbing systems as determined by the Chief Building Official (Title 3-16-1 D).