

# Owner-built home acknowledgement form



In Ontario, all new home builders and sellers are required by law to be licensed by the [Home Construction Regulatory Authority \(HCRA\)](#). The HCRA is a not-for-profit corporation designated by the provincial government to administer and enforce the [New Home Construction Licensing Act, 2017](#) and associated regulations.

A person building a home for their own use on land they own may not require a builder's license, provided they do not sell the home after construction. An owner-built home is not eligible for warranty coverage under the [Ontario New Home Warranties Plan Act \(ONHWPA\)](#) and will not have statutory warranty coverage.

For more information about builder licensing requirements, please visit the [Home Construction Regulatory Authority \(HCRA\)](#) website or contact Permit Services at 519-837-5615 extension 4255 or [permits@guelph.ca](mailto:permits@guelph.ca).

## A. Project address

Project address: \_\_\_\_\_

## B. Owner information (to be filled in by all registered owners)

Corporation (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Corporation (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

If there are more than two registered owners, please use an additional form.

## C. Acknowledgement

I am an owner of the property.

I acknowledge that my owner-built home is not eligible for new home warranty coverage and will not have statutory warranty.

I am assuming the role of the builder and will be responsible for managing the entire project.

I will live at the residence or rent it (not building to sell).

Date: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Collection of Personal Information

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA.

If you have questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email [privacy@guelph.ca](mailto:privacy@guelph.ca).

Accessible formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email [building@guelph.ca](mailto:building@guelph.ca). TTY 519-826-9771.