

**AFFIDAVIT – to be completed for Owner/Occupant Plan Approvals  
One, Two and Three Family Dwellings Only**

\_\_\_\_\_, being first duly sworn, deposes and states the following:

I acknowledge that I am hereby advised that Section 1317.08 of the City of Sandusky Code reads as follows:

1317.08 Exemptions.

No registration shall be required for the occupying owner and immediate family of the occupying owner of a one, two or three-family residential unit who personally performs the work at such residence, provided that the work must comply with all other requirements of the Building Code and a notarized affidavit is provided on a form prescribed by the Director of Engineering Services.

Therefore, in obtaining this Owner-Occupant permit I state that:

1. This is a: (check appropriate)  
 single-family dwelling       two-family dwelling       three-family dwelling
2. I am the owner and the occupant; or in the case of a building under construction or a vacant building being remodeled, that I am the owner and will occupy the dwelling or one of the dwelling units of a two or three-family dwelling when all work is completed and approved.
3. The work will be done by me or members of my immediate family or by a member of my household.
4. I am not obtaining this permit in order to have any person do the work who is not a contractor registered in the City of Sandusky, except that members of my immediate family or household as indicated above.

I also understand the permit provisions for the code violations in Section 1317.99, which reads as follows:

1317.99 Penalty.

Whoever violates any of the provisions of this chapter shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than 60 days, or both. Each day's violation shall constitute a separate offense.

\_\_\_\_\_  
**Owner-Occupant Printed Name**

\_\_\_\_\_  
**Owner-Occupant Signature**

Sworn and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
*Notary Public Erie County, Ohio*