

MISCELLANEOUS BUILDING PERMIT APPLICATION RESIDENTIAL AND COMMERCIAL PROJECTS



DOES MY PROJECT REQUIRE A BUILDING PERMIT?

- RESIDENTIAL BY CONTRACTOR: All work that is done by a contractor requires a permit. Hiring a licensed contractor helps protect you and your home. [Learn more at www.nvcontractorsboard.com](http://www.nvcontractorsboard.com).
- RESIDENTIAL BY OWNER: Please contact the Building Department for a determination. If a permit is required the owner must submit the enclosed exemption form which is forwarded to the contractors board.
- RENTAL BY OWNER: Rental property work must be completed by a licensed contractor.
- COMMERCIAL: Commercial work must be completed by a licensed contractor. All commercial work is subject to review by the by the Mason Valley Fire District. Please call 775-463-2261 for information.

ALL CONTRACTORS AND SUBCONTRACTORS MUST HAVE A VALID CITY OF YERINGTON BUSINESS LICENSE.

BUILDING CODES ADOPTED BY THE CITY OF YERINGTON

REFERENCE
YERINGTON CITY CODE
CHAPTER 9 TITLE 1

THE CITY IS A MEMBER OF THE
INTERNATIONAL CODE COUNCIL

- INTERNATIONAL BUILDING CODE (IBC) 2018
- INTERNATIONAL RESIDENTIAL CODE (IRC) 2018
- INTERNATIONAL EXISTING BUILDING CODE 2018
- INTERNATIONAL ENERGY CONSERVATION CODE 2018
- UNIFORM PLUMBING CODE 2018
- UNIFORM MECHANICAL CODE 2018
- NATIONAL ELECTRICAL CODE 2017
- INTERNATIONAL FIRE CODE 2012
- NORTHERN NEVADA AMENDMENTS 2018

PLAN SUBMITTAL REQUIREMENTS

Two sets of identical plans printed or hand drawn on 11x17" tabloid paper.

When approved, one set will be stamped by the city and returned with the building permit to be kept on site thru the duration of the project.

Many types of projects require that the submitted plans be stamped by a licensed Nevada engineer or architect. The city cannot accept plans stamped only by out of state professionals.

Homeowners must draw and submit their own plans for a project if they intend to do the work themselves.

Most projects require a plot plan which is a simple drawing that shows the owners lot lines, existing structures and project features. This drawing is used for zoning and setback requirements. Contact the Building Department for more information about how to draw your plot plan.



**Know what's below.
Call before you dig.**

BUILDING DEPARTMENT

215 TROWBRIDGE ROAD

PHONE: 775-463-2729

FAX: 775-463-0030

CITY HALL - DEPUTY CLERK

102 SOUTH MAIN STREET

PHONE: 775-463-3511

FAX: 775-463-2284

www.yerington.net

THE CITY OF YERINGTON IS AN EQUAL OPPORTUNITY PROVIDER

MISCELLANEOUS BUILDING PERMIT APPLICATION RESIDENTIAL AND COMMERCIAL PROJECTS

STEPS TO COMPLETE THIS APPLICATION

COMMERCIAL

- 1: Select a contractor for your project. All commercial work must be completed by a licenced contractor who has a valid City of Yerington Business License.
- 2: Have the included form "Tax Verification" signed by the County Clerk's Office located at 27 South Main Street. Permits cannot be issued if Lyon County property taxes are delinquent.
- 3: Contact the building department to find out what the required fees will be for the project. The fees are calculated based on the valuation for the entire project, or the "bid" amount. A permit cannot be issued until all fees are paid.
- 4: Contact the Mason Valley Fire District at 775-463-2261 to find out if your project will be required to complete a fire review. The fire district will require a separate application and plan submittal in addition to a fee. The fire review must be completed and signed off before a city building permit can be issued.
- 5: Submit the complete permit application, required plans and permit fees. Please keep in mind the the plan review process can take up to ninty days in some cases for commercial projects.

RESIDENTIAL

- 1: Select a contractor for your project. All work must be completed by a licenced contractor who has a valid City of Yerington Business License unless the owner is doing the project themselves. If the owner is completing the project on their own, sign the enclosed "Owner Builder Affidavit of Exemption".
- 2: Have the included form "Tax Verification" signed by the County Clerk's Office located at 27 South Main Street. Permits cannot be issued if Lyon County property taxes are delinquent.
- 3: Contact the building department to find out what the required fees will be for the project. The fees are calculated based on the valuation for the entire project, or the "bid" amount. A permit cannot be issued until all fees are paid.
- 4: Submit the complete permit application, required plans and permit fees. Please keep in mind the the plan review process can take up to ten days for projects.

ONCE A PERMIT IS ISSUED KEEP A STAMPED SET OF PLANS ON SITE WITH THE PERMIT. PLEASE HAVE THE PERMIT AVAILABLE DURING INSPECTIONS. CALL THE BUILDING DEPARTMENT 24 HOURS AHEAD TO SCHEDULE INSPECTIONS.

A PROJECT IS NOT COMPLETE UNTIL THE PERMIT **FINAL** IS SIGNED BY A CITY BUILDING OFFICIAL. THE BUILDING DEPARTMENT WILL RETAIN THE ORIGINAL BUILDING PERMIT ON FILE AND ISSUE A **CERTIFICATE OF OCCUPANCY** AS REQUIRED.



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215 TROWBRIDGE ROAD

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FAX: 775-463-0030

CITY HALL - DEPUTY CLERK

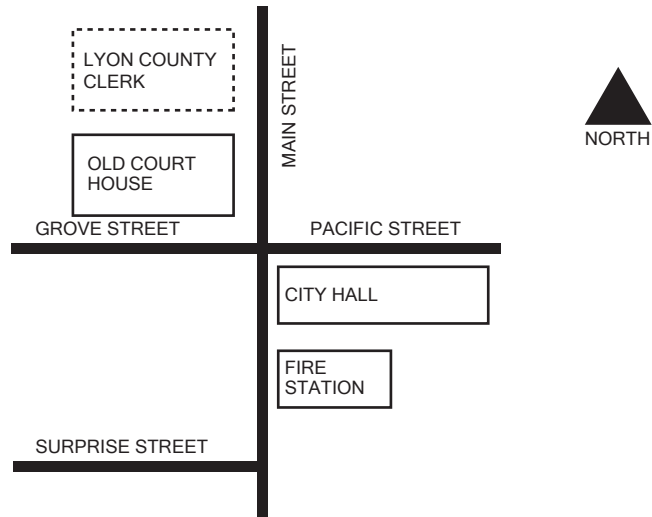
102 SOUTH MAIN STREET

PHONE: 775-463-3511

FAX: 775-463-2284

MISCELLANEOUS BUILDING PERMIT APPLICATION RESIDENTIAL AND COMMERCIAL PROJECTS

TAX VERIFICATION



THE CITY OF YERINGTON REQUIRES THE FOLLOWING PROPERTY TAX STATEMENT TO BE SIGNED BY THE LYON COUNTY CLERK'S OFFICE PRIOR TO ISSUING ANY PERMIT:

I, NIKKI BRYAN, HEREBY CERTIFY THAT ALL PROPERTY TAXES ARE CURRENT ON

APN 001 - -

DATE

BY: _____
DEPUTY CLERK



Know what's below.
Call before you dig.

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PHONE: 775-463-2729

FAX: 775-463-0030

CITY HALL - DEPUTY CLERK

102 SOUTH MAIN STREET

PHONE: 775-463-3511

FAX: 775-463-2284



CITY OF YERINGTON NEVADA PUBLIC WORKS

215 TROWBRIDGE ROAD YERINGTON, NV 89447-3330

MISCELLANEOUS BUILDING PERMIT APPLICATION

PHONE: 775-463-2729 FAX: 775-463-0030 www.yerington.net

JOB ADDRESS: _____

APN: 001 - _____ - _____

OWNERS NAME: _____

MAILING ADDRESS: _____

PHONE: _____

CONTRACTOR: _____

LICENSE NUMBER: _____

MAILING ADDRESS: _____

PHONE: _____

ALL CONTRACTORS AND SUB-CONTRACTORS MUST HAVE A VALID NSCB LICENSE AND A CURRENT CITY OF YERINGTON BUSINESS LICENSE BEFORE PERMIT ISSUE.

PROJECT VALUATION: \$ _____

PROJECT AREA: (SQUARE FEET)

STRUCTURE(S): _____

LANDSCAPING: _____

SITE WORK: _____

OTHER: _____

JOB DESCRIPTION: _____

INITIAL

I HAVE READ AND COMPLIED WITH CITY CODE TITLE 12 PERTAINING TO FLOOD ZONES _____

I HAVE A CURRENT CONTRACTORS LICENSE AND CITY BUSINESS LICENSE _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION THAT I HAVE PROVIDED IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE ORDINANCES AND LAWS REGULATING BUILDING CONSTRUCTION. I AM RESPONSIBLE FOR RESEARCHING ALL APPLICABLE COVENANTS, CONDITIONS, AND RESTRICTIONS (CC&Rs) THAT MAY APPLY TO THE PROPERTY.

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

- RC
- HZ
- C1
- C2
- M1
- M2
- R1
- R2
- R3
- R4
- R5
- R6
- R7
- AG

- NEW
- REPAIR
- TI
- DEMO
- ADDITION
- MOVE
- FENCE
- RE-ROOF
- SIGN

- GAS
- PROPANE
- SEPTIC
- WELL
- SEWER
- WATER
- ELECTRIC
- SOLAR
- MODULAR

- BUILDING PERMIT FEE _____
01-13-00-3117
- PLAN CHECK FEE _____
01-13-00-3117
- WATER CONNECT FEE _____
02-15-00-3185
- SEWER CONNECT FEE _____
03-15-00-3185
- WATER RIGHTS _____
02-15-00-3401
- LANDSCAPING FEE _____
01-13-00-3117
- TRANSPORTATION FEE _____
01-00-00-2220
- SCHOOL CONST. TAX _____
01-00-00-2221

TOTAL PROJECT FEES

\$ _____

PERMIT NUMBER



NEVADA STATE CONTRACTORS BOARD

9670 GATEWAY DRIVE, SUITE 100, RENO, NEVADA, 89521 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110
www.nscb.state.nv.us

NRS 624.031 Applicability of chapter: Exemptions. The provisions of this chapter do not apply to:

4. An owner of property who is **building or improving a residential structure on the property for his own occupancy and not intended for sale or lease**. The sale or lease, or the offering for sale or lease, of the newly built structure within 1 year after its completion creates a rebuttable presumption for the purposes of this section that the building of the structure was performed with the intent to sell or lease that structure. An owner of property who requests an exemption pursuant to this subsection must apply to the board for the exemption. The board shall adopt regulations setting forth the requirements for granting the exemption.

If you are seeking an exemption from licensure pursuant to NRS 624.031(4) you must complete the following affidavit, obtain the required signatures, and submit the original to the building department with your application for a building permit.

OWNER BUILDER AFFIDAVIT OF EXEMPTION

I hereby certify that I am the owner of the property listed below, and that I am building or improving a residential structure on this property for my own occupancy and do not intend to sell or lease the property.

Parcel Number: _____ Description of Work: _____ Type of Permit _____

I further acknowledge **and initial** the following obligations and duties:

- I may not sell or lease this property. If I sell or lease, or offer to sell or lease this property within 1 year after completion, it may be presumed that I have violated the provisions of this exemption and Chapter 624 of NRS.
- I MAY NOT HIRE AN UNLICENSED PERSON TO ACT AS MY CONTRACTOR, AGENT, OR CONSTRUCTION MANAGER.**
- I must directly supervise the construction.
- Any subcontractor(s) working on this project must be properly licensed by the Nevada State Contractors Board.
- Any person working on my project who is not a licensed contractor must work under my direct supervision and must be employed by me. I must comply with all State and Federal laws as an employer in the State of Nevada, including payroll deductions (FICA and income tax withholding), provide industrial insurance coverage, and pay the required unemployment compensation for that employee.**
- If my project requires the repair, restoration, improvement or construction of a pool or spa, I acknowledge my obligation and duty to comply with the provisions of NRS 624.900 through NRS 624.930 (inclusive).
- Identify your consultant or construction manager. _____
- I acknowledge that I have received copies of NRS 624.900 through NRS 624.930 (inclusive) and NRS 278.573.

I have read the above owner builder affidavit of exemption and certify that the information provided is true and correct to the best of my knowledge. I certify under penalty of perjury to the truth and accuracy of all statements contained herein.

Dated this _____ day of _____, _____

Legal Owner of Residential Property (Signature)

(Print Name)

Location of Single Family Residence

City State Zip

Telephone #:



NEVADA STATE CONTRACTORS BOARD

9670 GATEWAY DRIVE, SUITE 100, RENO, NEVADA, 89521 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150

2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110

www.nscb.state.nv.us

EXEMPTION & DISCLOSURES

NRS 624.031

NRS 624.031 Applicability of chapter: Exemptions. The provisions of this chapter do not apply to:

1. Work performed exclusively by an authorized representative of the United States Government, the State of Nevada, or an incorporated city, county, irrigation district, reclamation district, or other municipal or political corporation or subdivision of this State.

2. An officer of a court when acting within the scope of his or her office.

3. Work performed exclusively by a public utility operating pursuant to the regulations of the Public Utilities Commission of Nevada on construction, maintenance and development work incidental to its business.

4. An owner of property who is building or improving a residential structure on the property for his or her own occupancy and not intended for sale or lease. The sale or lease, or the offering for sale or lease, of the newly built structure within 1 year after its completion creates a rebuttable presumption for the purposes of this section that the building of the structure was performed with the intent to sell or lease that structure. An owner of property who requests an exemption pursuant to this subsection must apply to the Board for the exemption. The Board shall adopt regulations setting forth the requirements for granting the exemption.

5. Any work to repair or maintain property the value of which is less than \$1,000, including labor and materials, unless:

(a) A building permit is required to perform the work;

(b) The work is of a type performed by a plumbing, electrical, refrigeration, heating or air-conditioning contractor;

(c) The work is of a type performed by a contractor licensed in a classification prescribed by the Board that significantly affects the health, safety and welfare of members of the general public;

(d) The work is performed as a part of a larger project:

(1) The value of which is \$500 or more; or

(2) For which contracts of less than \$500 have been awarded to evade the provisions of this chapter; or

(e) The work is performed by a person who is licensed pursuant to this chapter or by an employee of that person.

6. The sale or installation of any finished product, material or article of merchandise which is not fabricated into and does not become a permanent fixed part of the structure.

7. The construction, alteration, improvement or repair of personal property.

8. The construction, alteration, improvement or repair financed in whole or in part by the Federal Government and conducted within the limits and boundaries of a site or reservation, the title of which rests in the Federal Government.

9. An owner of property, the primary use of which is as an agricultural or farming enterprise, building or improving a structure on the property for his or her use or occupancy and not intended for sale or lease.

10. Construction oversight services provided to a long-term recovery group by a qualified person within a particular geographic area that is described in a proclamation of a state of emergency or declaration of disaster by the State or Federal Government, including, without limitation, pursuant to [NRS 414.070](#). A long-term recovery group may reimburse such reasonable expenses as the qualified person incurs in providing construction oversight services to that group. Except as otherwise provided in this subsection, nothing in this subsection authorizes a person who is not a licensed contractor to perform the acts described in paragraphs (a) and (b) of subsection 1 of [NRS 624.700](#). As used in this subsection:

(a) "Construction oversight services" means the coordination and oversight of labor by volunteers.

(b) "Long-term recovery group" means a formal group of volunteers coordinating response and recovery efforts related to a state of emergency or disaster that is proclaimed or declared by the State or Federal Government.

(c) "Qualified person" means a person who possesses the abilities, education, experience, knowledge, skills and training that a long-term recovery group has identified as being necessary to provide construction oversight services for a project to be performed by that group.

[1:Art. III:186:1941; A 1951, 47] + [2:Art. III:186:1941; 1943 NCL § 1474.14] + [3:Art. III:186:1941; A 1951, 47] + [4:Art. III:186:1941; A 1947, 307; 1951, 47] + [5:Art. III:186:1941; 1931 NCL § 1474.17] + [6:Art. III:186:1941; 1931 NCL § 1474.18] + [7:Art. III:186:1941; A 1951, 47] + [9:Art. III:186:1941; A 1947, 307; 1943 NCL § 1474.21]—(NRS A 1975, 1167; 1987, 1730; 1989, 1629; 1997, 2019, 3162; [2001, 2409](#); [2007, 855](#); [2009, 763](#))

NAC 624.015 & 624.017

NAC 624.015 Exemption for owner-builder: Procedure. ([NRS 624.031](#), [624.100](#))

1. To apply for an owner-builder exemption from the provisions of [chapter 624](#) of NRS pursuant to subsection 4 of [NRS 624.031](#), an owner of property must submit an Owner-Builder Disclosure Statement to:

- (a) The Board; and
- (b) The local building official responsible for issuing the permit for the work that will be the subject of the exemption.

2. If the Owner-Builder Disclosure Statement submitted pursuant to subsection 1 is completed fully and accurately, and signed by the applicant under penalty of perjury, the Board will approve the owner-builder exemption.

3. Unless the Board notifies the applicant within 10 days after he submits the Owner-Builder Disclosure Statement to the Board that the owner-builder exemption is denied, the owner-builder exemption shall be deemed to have been approved by the Board.

4. If the Board denies an application for an owner-builder exemption, the Board will, within 10 days after the applicant submits the Owner-Builder Disclosure Statement to the Board:

- (a) Notify the applicant that the owner-builder exemption is denied; and
- (b) Set forth the reasons for the denial.

5. If the applicant is notified pursuant to subsection 4 that the owner-builder exemption is denied, the applicant may submit supplemental materials to the Board regarding the application for an owner-builder exemption.

6. If it appears to the satisfaction of the Board that the materials submitted pursuant to subsection 5 satisfy the reasons for the denial of the owner-builder exemption, the Board may approve the owner-builder exemption.

7. As used in this section, "Owner-Builder Disclosure Statement" means the form adopted by the Board pursuant to [NAC 624.017](#).

(Added to NAC by Contractors' Bd. by R047-03, eff. 12-4-2003)

NAC 624.017 Exemption for owner-builder: Owner-Builder Disclosure Statement. ([NRS 624.031](#), [624.100](#))

1. The Board will adopt a form for the Owner-Builder Disclosure Statement.

2. The form must include, without limitation:

(a) The name, mailing address, physical address and telephone number of the owner of property applying for the owner-builder exemption from the provisions of [chapter 624](#) of NRS pursuant to subsection 4 of [NRS 624.031](#);

(b) The county where the property that will be subject to the owner-builder exemption is located;

(c) The parcel number of the county assessor for the property;

(d) A description of the work to be performed on the property;

(e) With regard to the work described in paragraph (d), the type of permit for which the owner of property is, or will be, applying;

(f) A description of the basis for the owner-builder exemption; and

(g) A declaration, to be signed under penalty of perjury by the owner of property submitting the form, stating that:

(1) The owner of property owns the property and is building or improving a residential structure on the property for his own occupancy and not intended for sale or lease;

(2) The information contained in the Owner-Builder Disclosure Statement is accurate and complete; and

(3) The owner of property will comply with all applicable statutes, regulations, ordinances and codes.

(Added to NAC by Contractors' Bd. by R047-03, eff. 12-4-2003)

NRS 624.900 – 624.930

NRS 624.900 Definitions. As used in [NRS 624.900](#) to [624.965](#), inclusive, unless the context otherwise requires, the words and terms defined in [NRS 624.905](#), [624.910](#) and [624.915](#) have the meanings ascribed to them in those sections.

(Supplied in revision)

NRS 624.905 “Contract” defined. “Contract” means any contract or agreement in which a contractor agrees to perform work concerning a residential pool or spa.

(Added to NRS by 1997, 2698; A [2001, 2977](#); [2005, 2377](#))—(Substituted in revision for part of NRS 597.713)

NRS 624.910 “Contractor” defined. “Contractor” means a person licensed pursuant to the provisions of this chapter who performs work concerning a residential pool or spa.

(Added to NRS by 1997, 2698; A [2001, 2977](#); [2005, 2377](#))—(Substituted in revision for part of NRS 597.713)

NRS 624.915 “Work concerning a residential pool or spa” defined.

1. “Work concerning a residential pool or spa” means any of the following acts, if performed for a fee:

(a) The design, construction, repair, maintenance, restoration, alteration or improvement of any residential swimming pool or spa, regardless of use, including the repair or replacement of existing equipment or the installation of new equipment, as necessary; or

(b) Any consultation or supervision concerning such work.

2. The scope of such work includes layout, excavation, operation of construction pumps for removal of water, steelwork, construction of floors, installation of gunite, fiberglass, tile and coping, installation of all perimeter and filter piping, installation of all filter equipment and chemical feeders of any type, plastering of the interior, construction of decks, installation of housing for pool equipment and installation of packaged pool heaters.

3. The scope of such work also includes the installation of plumbing, including, without limitation, connections to potable water, and the installation of gas lines if the contractor holds classifications for such work pursuant to [NRS 624.925](#).

(Added to NRS by 1997, 2698; A [2001, 2977](#); [2005, 2377](#))—(Substituted in revision for part of NRS 597.713)

NRS 624.920 License or other authorization required to perform work concerning residential pool or spa. A person shall not, directly or indirectly, perform or offer to perform, for a fee, any work concerning a residential pool or spa or any consultation or supervision concerning such work or otherwise hold himself or herself out as being able to perform such acts for a fee, unless the person holds:

1. A license as a contractor or subcontractor under state law which authorizes the person to perform such acts for a fee; or

2. Any other license, certificate, registration or permit under state law which authorizes the person to perform such acts for a fee.

(Added to NRS by [2005, 2376](#))

NRS 624.925 Classifications of licensing.

1. The Board shall adopt regulations to provide for classifications of licensing that authorize a contractor who performs work concerning a residential pool or spa to perform, in connection with such work, the installation of:

(a) Plumbing, including, without limitation, connections to potable water; and

(b) Gas lines.

2. The regulations adopted by the Board must include, without limitation, regulations establishing the qualifications, training and examinations that are required for such classifications.

(Added to NRS by [2005, 2376](#))

NRS 624.930 Contractor and subcontractor required to obtain permits and meet certain requirements; certain owner-builders required to submit information regarding bonds and insurance; supervision and control of work; license or other authorization required to perform certain acts for owner-builder.

1. Any contractor or subcontractor who performs work concerning a residential pool or spa shall, regardless of whether the work is performed under the direction of a builder who is also the owner of the property being improved:

(a) Apply for and obtain all applicable permits for the project; and

(b) Meet all applicable requirements imposed pursuant to this chapter and any regulations adopted by the Board with respect to contracts for work concerning a residential pool or spa.

2. If a contractor or subcontractor performs work concerning a residential pool or spa and the work is performed under the direction of a builder who is also the owner of the property being improved, the owner shall comply with all state and local laws and ordinances for the submission of names, licenses and information concerning any required bonds and insurance with respect to the contractors and subcontractors working on the project.

3. With respect to a contract for work concerning a residential pool or spa, the work performed pursuant to such a contract must be supervised and controlled directly by the qualified employee or qualified officer of the contractor.

4. If work concerning a residential pool or spa is performed under the direction of a builder who is exempt from having to obtain a license as a contractor because the builder is also the owner of the property being improved, a person shall not, directly or indirectly, perform or offer to perform, for a fee, any act as a consultant, adviser, assistant or aide to the builder for the purposes of the project, including, without limitation, any act associated with obtaining permits for the project, or otherwise hold himself or herself out as being able to perform such acts for a fee, unless the person holds:

- (a) A license as a contractor or subcontractor under state law which authorizes the person to perform such acts for a fee; or
 - (b) Any other license, certificate, registration or permit under state law which authorizes the person to perform such acts for a fee.
- (Added to NRS by [2001, 2976](#); A [2003, 1233](#); [2005, 2377](#))—(Substituted in revision for NRS 597.715)

NRS 278.573

NRS 278.573 Statement of restrictions: Delivery to owner of residence who is issued permit for construction thereon; acknowledgment of receipt; text.

1. A building official who issues a permit to the owner of a residence to construct, alter, repair, add to, subtract from, improve, move, wreck or demolish the residence shall, at the same time, deliver to the owner a statement. The owner of the residence shall acknowledge in writing receipt of the statement.
2. The statement delivered by the building official must include the following text:

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions although you do not have a license.

You must directly supervise the construction, on the job, yourself. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, it is presumed that you built or substantially improved it for sale or lease, which is a violation of this exemption and a violation of [chapter 624](#) of NRS.

You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have the licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a contractor unless the contractor is licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct FICA and withholding tax and provide industrial insurance and pay the required contribution for unemployment compensation for that employee, and comply with other state and federal laws relating to employment. Your construction must comply with all applicable laws, ordinances, building codes and zoning regulations