



335 SW 2nd Ave.
 South Bay, Fl. 33493
 Phone 996-6751 Fax 996-7950

**PRE-REQUISITE FORM
 FOR OWNER/BUILDER
 PERMITTING**

OWNER BUILDER AFFIDAVIT & DISCLOSURE STATEMENT PERMIT #

The provisions of Chapter 489, F.S. 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 even though you do not have a license. *You must perform or provide direct on-site supervision of the construction yourself.* You may build or improve a one-family or two-family residence or improve a commercial building at a cost of \$5,000 or less in value within any 12 month period, *provided the residence or building is for your own use and 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 one year after the construction is complete, the law will presume that you built it for sale or lease, *which is a violation of this exemption.* You may not hire an unlicensed person as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses and insurance required by State law and by County licensing ordinances. 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 F.I.C.A and withholding tax and provide workers' compensation for that employee, all as prescribed by law. The construction must be performed according to all Building Codes and Zoning Regulations, and it is your responsibility as the Owner/Builder to make sure this is done and correct any code violations. *A City Building Permit does not assure compliance with your Homeowners Association's rules, regulations and/or deed restrictions. We advise you to obtain approval from your Homeowners Association before improving your property.*

Therefore, I understand and agree:

1. Construction is for *my own use and occupancy* for a period of not less than one year from the date of Certificate of Occupancy.
2. All construction will be in accordance with all Building, Zoning, Land Development Codes and Licensing Laws.
3. That I am responsible for all work, and that proper provision has been made to carry the necessary Worker's Compensation, Public Liability and Property Damage Insurance, withholding of Social Security and Federal Income Taxes, as required by law.
4. I shall not employ any contractor, whether verbal or in writing, unless properly licensed by the State of Florida, Palm Beach County, or the City of South Bay, for any part or portion of the work.
5. That the application for a building permit for the construction of more than a one-family or two-family residence within one year after completion of another one-family or two-family residence shall be construed as engaging in contracting which is a violation of the Owner/Builder exemption, and is subject to a fine of \$500 and/or imprisonment for sixty days.
6. I certify that I have not completed a one-family or two-family residence under an Owner/Builder permit within the past twelve-(12) months.

I, the owner of property legally described as (attach copy of Warranty Deed): _____
 Address: _____

do hereby certify that I have read the foregoing, and am aware of my responsibilities and liabilities for construction work on the above-described property. I do hereby covenant and agree to abide by each of the aforesaid stipulations. I further understand that any falsification of the above statements constitutes fraud and may result in revocation of this permit.

OWNER (Print) _____ DATE _____ OWNER (SIGNATURE) _____ DATE _____

STATE OF FLORIDA _____ COUNTY OF PALM BEACH _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
 by _____ (Name of Person Acknowledging) who is personally
 known to me or who has produced _____ (Type of I.D.) as identification and who did/did not take an
 oath. _____ SEAL

(Signature of Person Taking Acknowledgement) _____ (Name of Officer Taking Acknowledgement Typed, Printed or Stamped) _____

Pursuant to Florida Law, Chapter 489 Part 1, property owners qualified to act as their own contractor must personally appear at the Building Department and sign the permit application.