

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

NOTICE: Florida Statute 489 requiring construction to be done only by licensed contractors, provides an exemption from licensing for property owners acting as their contractor <u>under specific conditions</u>. Answers to the following questions are essential to determine if those state qualifications are satisfied by an Owner/Builder applicant.

## THIS DOCUMENT MUST BE REVIEWED AND SIGNED BY A REPRESENTATIVE OF THE CITY OF SOUTH BAY

| (Please Type or Print Clearly) Owner/Builder Applicant Name:   |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| Site address of the proposed building work   |  |  |  |  |  |  |  |  |
| 2. Name of legal title owner of the site address above   |  |  |  |  |  |  |  |  |
| 3. Describe the new construction or building work to be done at the site   |  |  |  |  |  |  |  |  |
| 4. How is the building or space going to be used?  |  |  |  |  |  |  |  |  |
| Who will do the actual labor in each major trade area? Owner Alone, Owner with Hired Help or By Licensed Contractor (Name) <u>Trade</u> <u>Owner Alone or Owner with Hired Help or Licensed Contractor</u> |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| 6. Who will supervise the trade work to meet all the various adopted codes?  |  |  |  |  |  |  |  |  |
| 7. What provisions are there for Public Liability and Property Damage Insurance?   |  |  |  |  |  |  |  |  |



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

| 8.  | . What provisions exist for withholding Social Security and Federal Income Taxes, a required by Federal Law, from wages paid to people you hire who are not licensed? |                      |                          |          |                    |                                |                         |             |  |  |  |
|---|---|----------------------|--------------------------|----------|--------------------|--------------------------------|-------------------------|-------------|--|--|--|
| 9. How will Workers Compensation be provided for any people hired who are not licen |   |                      |                          |          |                    |                                |                         |             |  |  |  |
| 10.   | 10. After improvements are done, who will use the space.  |                      |                          |          |                    |                                |                         |             |  |  |  |
| 11.   | Do you plan to rent, lease or offer for sale and if so, when?   |                      |                          |          |                    |                                |                         |             |  |  |  |
| 12.   | What previous Owner Location  | lorida?(If "no<br>Ye | ne", state s<br>ear Done | io)      |                    |                                |                         |             |  |  |  |
| 13.   | What Code books do  | you own              | for refer                | rence?_  |                    |                                |                         |             |  |  |  |
|   | Building  | Ele                  | ctric                    |          | HVAC               | Pl                             | umbing                  |             |  |  |  |
| 14.   | Do you realize that a and Federal codes, I construction site.   | aws and i            | requirem                 | ents? Y  | ou are also liable | ring all Local,<br>for any one | County, S<br>injured on | tate<br>the |  |  |  |
| 15.   | Have you cor  |                      |                          |          |                    | Insurance                      | Agent                   | or<br>—     |  |  |  |
|   | I have read and und agree to comply.  | lerstand             | all laws j               | pertaini | ing to Owner/Bui   | lder Constru                   | ction and               |             |  |  |  |
|   | Owner/Builder Sign  | ature                |                          |          |                    |                                | Date                    | 2           |  |  |  |
|   | Reviewed and Accer  | nted by Ci           | ty of Soi                | ıth Bav  | Personnel          |                                | Date                    | -           |  |  |  |



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### 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:

- Construction is for my own use and occupancy for a period of not less than one year from the date of Certificate of 1. Occupancy.
- All construction will be in accordance with all Building, Zoning, Land Development Codes and Licensing Laws. 2.
- That I am responsible for all work, and that proper provision has been made to carry the necessary Worker's 3. Compensation, Public Liability and Property Damage Insurance, withholding of Social Security and Federal Income Taxes, as required by law.
- I shall not employ any contractor, whether verbal or in writing, unless properly licensed by the State of Florida, 4. Palm Beach County, or the City of South Bay, for any part or portion of the work.
- That the application for a building permit for the construction of more than a one-family or two-family residence 5. 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.

Legrify that I have not completed a one-family or two-family residence under an Owner/Builder permit within the

| <ol> <li>I certify that I have not co<br/>past twelve-(12) months.</li> </ol> | I certify that I have not completed a one-family or two-family residence under an Owner Burder permit within the |   |                                       |  |  |  |  |  |
|---|--|---|---------------------------------------|--|--|--|--|--|
| I, the owner of property legally des  | cribed as (attach copy   | of Warranty Deed):  |                                       |  |  |  |  |  |
| Address:  |  |   | · · · · · · · · · · · · · · · · · · · |  |  |  |  |  |
| the above-described property. I d   | o hereby covenant and  | ware of my responsibilities and liabilities for cord<br>agree to abide by each of the aforesaid stipu<br>onstitutes fraud and may result in revocation of t | liations. I furtile                   |  |  |  |  |  |
| OWNER (Print)   | DATE   | OWNER (SIGNATURE)   | DATE                                  |  |  |  |  |  |
| STATE OF FLORIDA  |  | COUNTY OF PA  | COUNTY OF PALM BEACH                  |  |  |  |  |  |
| The foregoing instrument was  | acknowledged before  | me this day of(Name of Person Acknowledging)  | who is personany                      |  |  |  |  |  |
| known to me or who has produced _ oath.                                       |  | (Type of I.D.) as identification and who did/did not take an SEAL   |                                       |  |  |  |  |  |
| (Signature of Person Taking Acknowle  | dgement)   | (Name of Officer Taking Acknowledgement Typed,  | Printed or Stamped)                   |  |  |  |  |  |
| Pursuant to Florida Law, Chapter 489  | Part 1, property owners q  | ualified to act as their own contractor must personal   | ly appear at the Buildin              |  |  |  |  |  |
| Department and sign the permit app  |  |   |                                       |  |  |  |  |  |