



Home Owner Building Permit Procedure

- 1. Initial Authorization signed by the Park Owner and/or Association**
- 2. Plans must be initialized by same**
- 3. Distance between structures needed on Authorization**
- 4. Application forms secured and submitted at the Building Dept.**
- 5. Folio number necessary**
- 6. Affidavit of responsibility must be signed by owner**
- 7. All Electrical, plumbing and mechanical applications must be submitted by a License contractor. All application must be submitted together with the plans for the project.**
- 8. Notice of Commencement filed with the County for any work exceeding \$2,500.00. A certified copy of the Notice of Commencement will be submitted with the permit application.**
- 9. Two sets of plans sealed by a licensed Florida Engineer are required for all structural alterations. Detailed drawings may be acceptable for a new raised patio and a new cement driveway**
- 10. Product Approval Certification must accompany new windows and doors replacement and for new vinyl siding installation**

NOTE: Show Proof of Insurance:

- A. Liability Insurance - Date - Name of Insurer**
- B. Workman's Comp Insurance - Date - Name of Insurer**
- C. NO Permit will be issued to a HOME OWNER without providing the above requirements.**

Permit fees must be paid by check payable to the Town of Pembroke Park

Inspection must be scheduled at least 24 hours ahead

Inspection is required for each item listed on the permit card.

Inspection for electrical, plumbing and mechanical work can only be called by the respective licensed contractor who must be on premises at inspection time.

The plans and the permit card must be readily available to the inspector, otherwise the inspection will be denied.

All plan directives must be adhered to precisely. Any deviation may cause the permit to be voided.

A fee of \$75.00 will be assessed for any denied inspection.

A permit will expire if an inspection is not performed within a 6 months period.

A re-instatement fee will be assessed to re-activate an expired permit with a fee of \$75.00

A formal Notice of Violation will be issued by the Town Code Enforcement Officer for any expired permit and the Officer will initiate enforcement proceedings before the Town Code Enforcement Board.

If a finding of a violation has been made, the Board may imposed a fine not to exceed two hundred fifty dollars (\$250.00) per day for the first violation and a fine not to exceed five hundred dollars (\$500.00) per day for a repeat violation.

HOW TO SCHEDULE AN INSPECTION

<p><u>Call</u> (954) 966-4600 Ext. 1226 (machine only, no one will answer)</p>	<p><u>Days and Times of Inspections</u></p>
<p>Inspection request must be before 3:00pm for following day</p>	<p><u>Structural inspections</u> Mon-Fri – 7:00am-3:30pm</p>
<p>What information do I need to schedule the inspection?</p>	<p><u>Electrical Inspection</u> Mon-Thurs – 2:00pm-5:00pm</p>
<p>◆ <u>Company name/ owner name</u></p>	<p><u>Mechanical Inspection</u> Mon-Fri – 8:00am-5:00pm</p>
<p>◆ <u>Permit Number</u></p>	<p><u>Plumbing Inspection</u> Tues, Thur – 4:00pm-5:30pm</p>
<p>◆ <u>Type of Inspection</u></p>	<p>*must have Permit Card and Plans on jobsite day of Inspection</p>

Attention: Home Owners & Contractors

➤ **Effective OCTOBER 1, 1996 the state is requiring that all Building Departments request proof of filing a Notice of Commencement with Broward County Records Division for work valued at \$2,500 or more, requiring a permit.**

➤ **FILE THE NOTICE OF COMMENCEMENT AT:**

- **115 S. ANDREWS AVENUE, FORT LAUDERDALE, FL 33301**
- **GOVERNMENTAL CENTER, ROOM A240**
- **COUNTY RECORDS DIVISION – 954-357-7283**
- **8:30AM TO 4:30PM – MON. THUR FRI.**
- **8:30AM TO 12:00PM – WED.**



TOWN OF PEMBROKE PARK
Owner/Builder Permit Affidavit

State of Florida
County of Broward

Before me, the unsigned authority, personally appeared _____
Who upon first being duly sworn, deposes and says:

I, _____, am the legal owner of the
Following described property:

Subdivision: _____ Block _____ Lot _____

Street address: _____ Pembroke Park

I am applying for a Building Permit pursuant to the Owner Builder exemption set forth in Florida Statute, Section 489.103, and Broward County Code Section 9-26. Florida law requires that I have been provided with the following **DISCLOSURE STATEMENT**:

DISCLOSURE STATEMENT:

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 even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. 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, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. 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 licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not 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 F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws ordinances, building codes, and zoning regulations.

You may **NOT** hire an **UNLICENCED** person as your contractor. State law and by County or Municipal licensing ordinances.

It is your responsibility to make sure that people employed by you work under your supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide worker's compensation for that employee, all as proscribed by law.

Your construction must comply with all applicable laws, ordinance, building codes, and zoning regulations.

I hereby acknowledge that I have read the above DISCLOSURE STATEMENT and that I comply with all the requirements for the issuance of an OWNER BUILDER PERMIT, including the provisions of the BROWARD COUNTY CODE OF ORDINANCES SECTION 9-26(3).

Signature: _____ Date: _____

Notary: _____ Date: _____