



## Home Owner Building Permit Procedure

1. Home owner permits are only allowed on primary residence
2. Park Approval shall be approved by Park Manager
3. Park Approval shall state all work to be done and include all required set-backs
4. Application forms shall be signed by owner
5. Folio number shall be included on permit application(s)
6. Affidavit of responsibility shall be signed by owner
7. All Electrical, Plumbing and Mechanical Applications shall be submitted by a licensed contractor. All applications shall be submitted together with the plans for the project.
8. Notice of Commencement shall be filed with the County for any work exceeding \$ 2500.00 with a certified copy to be submitted with the permit package.
9. Two sets of plans are required for all permits. If this is a structural alteration then plans must be sealed by a licensed Florida Engineer. Product Approvals shall be submitted in permit package for all windows, doors, vinyl siding and shed.

**Town of Pembroke Park Building Department**  
**Owner Builder Permit Disclosure Statement and Affidavit Form**

Under certain circumstances, owners of property may be exempt from contractor qualification and certification requirements. To qualify for such an exemption, an owner must personally appear and be provided with a Disclosure Statement, and must personally sign the building permit. If you build or improve a duplex, you must live in one of the units. If the work is on a commercial building, it must be a free-standing building.

**DISCLOSURE STATEMENT**

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I 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 my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850.922-5420 or [www.myflorida.com/dbpr](http://www.myflorida.com/dbpr) for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_

(Address of Property)

12. I agree to notify **Town of Pembroke Park** immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the **Town of Pembroke Park**. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the **Town of Pembroke Park** is required when the permit is issued.

I acknowledge that I will assume full responsibility as an Owner/Builder Contractor, I am obligated to actually, physically, build the structure or do the work which I have permitted and personally supervise or perform all work allowed by law on the permitted structure.

I hereby acknowledge that I have read and understand the above disclosure statement/affidavit.

\_\_\_\_\_  
Signature of Property Owner

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Property Owner

Property Owner Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Drivers License # \_\_\_\_\_

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.

Notary Public

Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_