



TOWN OF PEMBROKE PARK
3150 SW 52 AVE
PEMBROKE PARK, FL 33023
954-966-4600 Ext 211 • 954-966-5310 (FAX)

Home Owner Building Permit Procedure:

OWNERS MUST PERSONALLY APPEAR AT THE BUILDING DEPARTMENT TO SIGN THIS DOCUMENT

- Home owner permits are only allowed on primary residence.
- Park Approval shall be approved by Park Manager.
- Park Approval shall state all work to be done and include all required set-backs.
- Application forms shall be signed by owner.
- Folio number shall be included on permit application(s).
- Affidavit of responsibility shall be signed by owner.
- 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.
- 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.
- 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.

Our Mission Statement:

We are dedicated to be proactive in serving our resident and business community by providing an experienced administration team implementing the Florida Building Code in the Town of Pembroke Park. We do this by providing a positive delivery service and to be recognized as a leader in customer service organizations.



TOWN OF PEMBROKE PARK
3150 SW 52 AVE
PEMBROKE PARK, FL 33023
954-966-4600 Ext 211 • 954-966-5310 (FAX)

TOWN OF PEMBROKE PARK BUILDING DEPARTMENT

OWNER BUILDER PERMIT DISCLOSURE STATEMENT AND AFFIDAVIT FORM

Owner Name: _____

Subdivision: _____ Lot: _____ Block: _____

Street Address: _____

I am applying for a Building Permit pursuant to the Owner Builder exemption set forth in Florida Statute 489.103. Florida law requires that I attest to the following statements. **By signing this statement, I attest that: (Initial to the left of each statement)**

- 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.
- 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 assume responsibility.
- 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 number(s) on all permit and contract(s).
- 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 \$75,000.00. 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 if I 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.
- I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
- 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 State Law, and by county or municipal ordinance.
- I understand that it is a frequent practice of UNLICENSED persons to have the property owner obtains 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 I am aware of the limits of my insurance coverage for injuries to workers on my property.
- 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 each employee. I understand that my failure to follow these laws may subject me to serious financial risks.



TOWN OF PEMBROKE PARK
 3150 SW 52 AVE
 PEMBROKE PARK, FL 33023
 954-966-4600 Ext 211 • 954-966-5310 (FAX)

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.

I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service (IRS), the United States Small Business Administration (USSBA), the Florida Department of Financial Services (DFS), and the Florida Department of Revenue (FDR). I also understand that I may contact the Florida Construction Industry Licensing Board at (850)922-5420 or www.myflorida.com/dbpr for more information about licensed contractors.

I am aware of, and consent to; the owner-builder permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the above mentioned address.

I agree to notify the 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 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 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.

Check below the types of permit you are seeking:

Building

Roofing/ Reroofing

Electrical

Plumbing

Mechanical

Other: _____

I, _____, do

(Type/print owner's name)

Hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

 (Signature of Owner-Builder)

STATE OF FLORIDA- COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me

This ____ day of _____, 20__

 (Notary's Signature)

Personally Known ____ or Produced Identification ____ Type of Identification Produced _____