



City of South Pasadena Building Department Owner/Builder Affidavit

Disclosure Statement required by F.S. 489.103

As the owner-builder:

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 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 one 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 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.
11. _____ **I am aware** of, and consent to, an 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 address listed below.
12. _____ **I agree** to notify the building department 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.

STOP! PLEASE SOLICIT THE SERVICES OF A NOTARY BEFORE COMPLETING THE REST OF THIS AFFIDAVIT.

Before a building permit can be issued, this disclosure statement must be completed, items 1-12 initialed, and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application and the representations made in the required disclosure statement are true and correct.

*Electronic signatures are not required to be notarized but are only valid when submitted electronically.

OWNER-BUILDER:

Address: _____

Signature: _____

Print Name: _____ Date: _____

NOTARY PUBLIC:

DATED this _____ day of _____, 20____.

STATE OF FLORIDA)
)
COUNTY OF PINELLAS)

Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization this ____ day of _____, 20____, by _____ as an Owner/Builder [_____] who is personally known to me or [_____] who produced _____ as identification.

NOTARY PUBLIC, State of Florida at Large

Print Name: _____

Commission Number: _____

NOTARY SEAL

My Commission Expires: _____