



OWNER/BUILDER AFFIDAVIT & DISCLOSURE STATEMENT FORM

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 SUPERVISE THE CONSTRUCTION YOURSELF.** Town Ordinances require that all permit recipients possess technical knowledge to personally supervise all permitted work.

You may build or improve a one-family or two-family residence, or build or improve a commercial building at a cost of \$75,000 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 FOR SALE OR LEASE.** If you sell or lease a building you have built or improved yourself within the one (1) year period 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 your on-site supervisor. The construction must be performed according to Building Codes and Zoning Regulations. It is your responsibility to make sure that people employed by you have licenses and insurance required by State Law and by Town Licensing Ordinances.

Therefore, the Owner/Builder declares: I understand and agree:

1. State Statutes require all permit types with a value greater than \$2,500.00 to have a Notice of Commencement recorded with the Palm Beach County Clerk of the Court prior to 1st inspection. If replacing Air Conditioning equipment (HVAC), a Notice of Commencement is required for HVAC with a value of \$7,500.00 or more. Applicant must supply the Community Development Department with a copy of the recorded Notice of Commencement.
2. Construction is for "MY OWN USE AND OCCUPANCY" (Ch. 489 F.S.) for a period of not less than one (1) year from the date of the Certificate of Occupancy (C.O.) or Certificate of Completion (C.C.).
3. All construction will be in accordance with Building, Zoning and Land Development Codes; and I will demonstrate technical ability to personally supervise permitted work to meet all Codes.
4. I am responsible for all work, and that proper provision has been made to carry the necessary Public Liability and Property Damage Insurance; withholding of Social Security and Federal Income Taxes as required by law, and for providing Workers' Compensation when unlicensed persons are hired to help me.
5. I shall not employ any contractor, whether verbal or in writing, unless properly licensed by the State of Florida or Palm Beach County for any part or portion of the work; and I may be

subject to "aiding and abetting unlicensed contractors" with substantial fines if I hire unlicensed contractors.

6. That the application for a Owner/Builder building permit within one year after completion of another Owner/Builder building permit in the State of Florida 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 (60) days.
7. I certify that I have not completed an Owner/Builder building permit within the past twelve (12) months anywhere in the State of Florida.

Pursuant to Florida Law, Chapter 489 Part I, property owners qualified to act as their own contractor **must personally appear at the Community Development Department and sign the permit application, and deliver this Affidavit.**

I, the owner of property legally described as (attach copy of Warranty Deed):

Street Address: _____

Do hereby certify that I have read the foregoing, and am aware of my responsibilities and liabilities for construction work on the above-described property. I do hereby covenant and agree to abide by each of the aforesaid stipulations. I further understand that any falsification of the above statements constitutes fraud and may result in revocation of this permit. I understand a "Stop Work" order and/or Code Enforcement fines may also be applied to ensure that the statutory limits recited above are honored.

Owner's Name (Print)

Owner's Name (Signature)

Date _____

State of Florida
County of Palm Beach

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____.

Name of Person Acknowledging

Signature of Person Taking Acknowledgement

Printed Name of Person Taking Acknowledgment

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____