



Department of Building & Capital Projects
9705 E Hibiscus Street
Palmetto Bay, Florida 33157
Tel: 305-259-1250
www.palmettobay-fl.gov

OWNER-BUILDER AFFIDAVIT

You have made application for a Building Permit as an Owner-Builder. State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. Please be advised of the following provisions and requirements.

RESPONSIBILITY: The exemption for which you have applied allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must supervise 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 at a cost of \$25, 000 or less. The building must be for your own use and occupancy; it may not be built for sale or lease, which is a violation of this exemption. **You may not hire an unlicensed person as you contractor.** Your construction must be done according to building codes and zoning regulations. 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.

INSURANCE: Most regular home insurance policies do not cover any damage to persons or property resulting from work of this nature. You are advised to investigate your liability.

WITHHOLDING TAXES, ETC.: You are advised to investigate your responsibility for withholding Social Security, Federal, and State Unemployment Insurance Taxes, as well as Federal Income taxes from the wages of persons employed by you on this construction, and for making returns thereof to the proper agencies.

APPROVED PLANS: The Building Official shall retain one set of the approved plans and the other set shall be kept at the building site, open to inspection by the Building Official, at all reasonable times. The Building Official may stop work, if such plans are not available at the building site. **THE BUILDING PERMIT AND THIS NOTICE MUST BE POSTED AT THE JOB SITE.**

NOTICE OF COMMENCEMENT: If the improvements cost more than \$2,500, you must file a Notice of Commencement before beginning the project. This department can provide the form. You must record the form at the Miami-Dade County Recording Department, 22 NW First Street, Miami, Florida and Room Failure to record a Notice of Commencement or incorrect information on the Notice of Commencement could contribute to having to pay twice for the same work or materials. It could also prevent the property from passing code inspection.

INSPECTIONS: You will be responsible as Owner-Builder to see that all inspections are called for; you are not to continue work until each inspection has been approved.

ACKNOWLEDGEMENT: I hereby swear and affirm that I am the owner of the property described as:

LOT _____ BLOCK _____ SUBDIVISION _____

ADDRESS _____

I have read the foregoing instructions and am aware of my responsibilities.

Signature
STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Date Signed

Sworn to and subscribed before me this ____ day of _____, 20 _____.

Notary Public