



OWNER/BUILDER POLICY

Reference: Florida State Statute 489.103(7)

Requirements to apply as an Owner/Builder:

- The legal owner of the property is required to apply for the permit
- The owner must provide proof of ownership
- Property must be for the owner's own use or occupancy
- The owner/builder will oversee all work
- The owner/builder will be available on site for every required inspection
- The owner/builder understands all construction practices and applicable Building Codes

Restrictions:

- Property ownership by a Corporation or LLC cannot apply for an Owner/Builder permit
- Properties that are currently rented, for sale or for lease, or will be sold or leased within 1 year
- Residential property address doesn't match the address shown on the owners driver's license
- Commercial Properties that are not used for the sole purpose of the property owner
- Commercial Projects where the cost will exceed \$75,000

Prior to Submitting Application for Permit:

- The owner of the property who intends on applying as an Owner/Builder must appear in person to the Building Division and sign the Owner/Builder Disclosure Affidavit.
- Proof of ownership must be presented
- Valid Driver's License required, showing the same address as the property

If approved, the Disclosure Affidavit will be notarized by staff.

The notarized copy must be submitted as part of your permit submittal documents

**** Applications submitted without an approved Owner/Builder Affidavit will be automatically denied ****

Building Division staff does not instruct on how to perform work, or how to achieve code compliance. That is the responsibility of a licensed Contractor. You are assuming all responsibilities of a licensed Contractor by applying as an Owner/Builder and will be required to have thorough knowledge of applicable construction practices, City Ordinances, and the Florida Building Code currently in effect.