## **OWNER-BUILDER STATEMENT/AFFIDAVIT**

#### **CITY OF NEPTUNE BEACH**

Florida Statutes are quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

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

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, 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 numbers on all permit and contracts.
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 in 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this 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 individual 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 city ordinance.
I understand that it is a frequent practice of unlicensed persons to have the property owners 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.
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.
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 am of aware of construction practices and I have access to the Florida Building Code.

	I understand that I may obtain more information an employer from the Internal Revenue Service, Business Administration, the Florida Department the Florida Department of Revenue. I also under Florida Construction Industry Licensing Board www.myflorida.com/dbpr/pro/cilb/ for more info contractors.	the United States Small nt of Financial Services, and rstand that I may contact the at 1-850-487-1395 or at
	I am aware of, and consent to that an owner-bui applied for in my name and understand that I an financially responsible for the proposed construisted below.	n the party legally and
	I agree to notify the building department immed deletions, or changes to any of the information disclosure or in the permit application package.	that I have provided on this
	Licensed contractors are regulated by laws des you contract with a person who does not have a Industry Licensing Board, the Department of Bu Regulation and the building department may be financial loss that you sustain as a result of a cagainst an unlicensed contractor may be in civil you to understand that, if an unlicensed contract individual or firm is injured while working on you liable for damages. If you obtain an owner-build licensed contractor, you will be responsible for contractor is property licensed and the status of compensation coverage.	a license, the Construction usiness and Professional unable to assist you with any omplaint. Your only remedy I court. It is also important for ctor or employee of an our property, you may be held ler permit and wish to hire a verifying whether the
Property	/ Address:	
	n qualified and capable of performing the requested co pplication filed and agree to the conditions specified a	
Signature	re of Owner-Builder	Date
STATE	OF FLORIDA	COUNTY OF DUVAL
The for	regoing instrument was acknowledged before me by _ (	(Name of person acknowledging)
who is p	personally know to me or who has produced	
as ident	tification and whom did/did not take oath.	
-		

A violation of this exemption is subject to \$5000 administrative penalty under Florida State Statute 455.228 in addition to any civil penalties. The local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

Notary's Stamp

Signature of Notary Public-State of Florida

## **Building Application for Property Owner acting as their own Contractor**

## CITY OF NEPTUNE BEACH

Effective June 1, 2015

116 First Street • Neptune Beach, Florida 32266-6140

Job Address:		Permit Number:		
		RE Parcel Number:		
		x \$		
Use of existing/propose	ne): New Addition  d structure(s) (circle on	ion Alteration Repair Move Demolition ne): Commercial Residential em installed? (Circle one): Yes No N/A		
Describe in detail the	type of work to be pe	erformed:		
Owner's Information:				
City	State	Address:		
standards of all laws regular commenced within six (months at any time after Work, Plumbing, Signs, whereby certify that I had provisions of laws and onot. The granting of a period of the control of th	ulating construction in to 6) months, or if construction work is commenced. Wells, Pools, Furnaces, ave read and examined redinances governing the ermit does not presume	uance of a permit and that all work will be performed to meet the this jurisdiction. This permit becomes null and void if work is not ruction or work is suspended or abandoned for a period of six (6). I understand that separate permits must be secured for Electricals, Boilers, Heaters, Tanks and Air Conditioners, etc.  Ed this application and know the same to be true and correct. A his type of work will be complied with whether specified herein one to give authority to violate or cancel the provisions of any other on or the performance of construction.		
Signature of Owne	r-Builder	Date		
OF COMME TV	NCEMENT N WICE FOR IM I	YOUR FAILURE TO RECORD A NOTICE MAY RESULT IN YOU PAYING MPROVEMENTS TO YOUR PROPERTY.  CNCING, CONSULT WITH YOUR LENDER OR AN DING YOUR NOTICE OF COMMENCEMENT.		
DO NOT WR	ITE BELOW THIS I	LINE: OFFICE USE ONLY		
		d Disapproved Approved w/ Conditions		
Conditions/Comments	3:	Review Initials/Date:		
		ewDSPLDCABOA		

# Required Documents Notarized Building Permit application and proof of ownership. Legal Survey of property with surveyor's signature. (2 copies full size) Tree survey with location of trees, size & species, location of proposed and existing improvements along with Arbor Permit Application. (If no trees are to be removed mark here\_\_\_\_\_) Florida Energy Efficiency Forms are required for all new construction and additions over 600 square feet of conditioned space. Recorded Notice of Commencement. (Required to be file with the Clerk of the Courts when value of construction is greater than \$2500) Dept. of Environmental Protection Notice to Proceed. (If property is East of Coastal Construction Control line). Was Variance applied for and granted for construction? Yes No N/A

#### Minimum Plan Requirements

Plans are required for all improvements except "Flat" work. Must provide survey for "flat work".

Two (2) bound copies of drawings to scale (1/4" = 1 '0' minimum scale) with sufficient clarity and detail to indicate the nature and scope of work

Plan set includes a site plan, foundation plan, floor plan, shear wall plan, electrical plan, all elevations, sections and details as applicable.

The printed name, address, telephone number, signature, date, (and registration or license number, if applicable) of the person who drew the plan is included on <u>every page</u>.

Title page includes, index of drawing pages and attachments, the Type of Construction (per Florida Building Code 5<sup>th</sup> Edition) and Occupancy Class (per FBC 5<sup>th</sup> Edition).

Plans indicate area tabulations (conditioned, covered, unconditioned and impervious)

#### Site plan is required for all improvements

Indicate all zoning set back lines. If variance was obtained, indicate setback lines as approved. Proposed work, driveway, existing structures, a/c equipment, etc. are located, labeled and dimensioned. Drainage flow is indicated.

#### **Foundation Inspection**

Includes a plan note, which states: A foundation survey shall be performed and a copy of the survey shall be onsite for the building inspector use prior to framing inspection.

#### **Flood Zone Information**

#### Is property located within a flood zone?

(If yes, when?

YES NO

If the proposed structure is located in an "X" Flood Zone "No" would be selected in this section

If yes then a Flood zone affidavit that indicates the minimum floor elevation required based on the Flood Control

Ordinance is required. Include a plan note, which states "Structure is located in a special flood hazard area. An
elevation certificate must be submitted to the building department once slab is poured and again prior to Certificate of
Occupancy inspection being requested." Foundation drawings include the floor elevation of all areas of the building
including garages/carports.

#### Structural Design Criteria

The following information related to structural loads shall be shown on all construction plans including sheds and screen rooms.

Plan indicates design method used to meet minimum loading requirements per FBC 5<sup>th</sup> Edition, supporting calculations are included

Plan indicates Basic Wind speed, h, and (km/hr).

Plan indicates Wind importance factor (1) and building category

Plan indicates Wind exposure - if more than one (1) wind exposure is utilized; the wind exposure and applicable wind direction shall be indicated

Plan indicates the applicable internal pressure coefficient

Plan indicates the design wind pressures in terms of psf, (kN/m2) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.

Plan indicates floor and roof live load requirements

#### Floor Plans Indicating the following:

Size and arrangement of all rooms with intended use for each room. Location of air handler; fireplaces and accessible bathroom and attic access (22" x 36" min.) Emergency egress windows in all habitable rooms. All beams, headers and lintel sizes, types, ratings and support requirements.

#### **Electrical Plans indicate the following:**

Riser diagram including size and type of service entrance conductors. (New home or new service only)

Electrical layout plan showing location of all receptacles, switches; and distribution panel. Including a plan note that state:

"All electrical wiring to be in accordance with 2011 NEC." Provide arc-fault circuit interrupters in all bedrooms.

#### Repairs, Alterations and Additions to Existing Structures

Existing structures must comply with the requirement of the Florida Building Code 5<sup>th</sup> Edition and the Neptune Beach Unified Land Development Code Chapter 27. Provide Real Estate appraisal for structure (not property) and general ledger of construction cost by licensed contractor to support improvement percentages.

#### PRODUCT APPROVAL INFORMATION SHEET

City of Neptune Beach 116 First Street Neptune Beach, Florida 32266-6140 (904) 270-2400 Ext 4 FAX (904) 270-2432

As required by Florida Statute 553.42 and Florida Administrative Code 9B-72, please provide the information and product approval number(s) for the building components listed below as applicable to the building construction project for the permit number listed above. You should contact your product supplier if you do not know the product approval number for any of the applicable listed products. Information regarding statewide product approval may be obtained at: www.floridabuilding.org

Category/Subcategory	Manufacturer	<b>Product Description</b>	Code Version	FL# (included suffix)	Expiration
Example	ACME	36" Exterior Widget	2014	12345.01	12/31/2007
A. Exterior Doors					
1. Swinging					
2. Sliding					
3. Sectional					
4. Roll-up					
5. Other					
B. Windows					
1. Single Hung					
2. Horizontal Slider					
3. Casement					
4. Double Hung					
5. Fixed					
6. Awning					
7. Pass-through					
8. Projected					
9. Mullion					
10. Wind Breaker					
11. Dual Action					
12. Other					

Permit Number	Tax Folio Number

#### **NOTICE OF COMMENCEMENT**

# **STATE OF FLORIDA**COUNTY OF DUVAL

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Description of property (Street address):  Legal Description:			Neptune Beach, F	Neptune Beach, FL 32266		
2.	General de	escription of improvement:				
3.	a.	Name and Address:  Interest in property:  Name and address of fee simple titleholder (or				
4.8	a. Contactor's b.	s name and address:Phone number:	Fax number:			
5.	a. b.	Ormation:  Name and address: Phone Number: Amount of Bond:	Fax Number:			
6.	a. Lender's n a.	ame and address:Phone Number:				
	Person with served as p a. b.	hin the State of Florida designated by Owner up rovided by 713.12(1) (a) 7. Florida Statutes. Name and address:  Phone numbers of designated persons:	pon whom notices or other documents i			
8.	713.13(1)	to himself or herself, Owner designates to receive a complete (b), Florida Statutes.  Phone number of person or entity designated				
9.		date of notice of commencement (the expiration ferent date is specified)		ecording		
OI CI PA CC FI LI NC	F THE NOT HAPTER 71: AYING TWI OMMENCE RST INSPE ENDER OR O	O OWNER: ANY PAYMENTS MADE BY TICE OF COMMENCEMENT ARE CONSIL 3, PART I, SECTION 713.13, FLORIDA STOEF FOR IMPROVEMENTS TO YOUR PROMENT MUST BE RECORDED AND POSTOTION. IF YOU INTEND TO OBTAIN FIT AN ATTORNEY BEFORE COMMENCING COMMENCEMENT.  When the commencement of the commencement of the commencement of the commencement.	DERED IMPROPER PAYMENTS UF ATUTES, AND CAN RESULT IN Y COPERTY. A NOTICE OF TED ON THE JOB SITE BEFORE T NANCING, CONSULT WITH YOUR G WORK OR RECORDING YOUR	INDER OUR THE		
(Si	ignatory's Tit					
Th	e foregoing i	nstrument was acknowledged before me this _	day of,	20		
by		as identification for				
No	otary:					
Pe	rsonally Kno	wnor Produced IdentificationType	of identification Produced:			
My	y commissior	n expires:				

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.