

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. <u>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.</u> 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 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.
	I am aware of, and consent to that an owner-builder building permit is being 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.
	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 or in the permit application package.
	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, the Department of Business and Professional Regulation and the building department 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.

Property Address: _____

I, _____, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

Signature of Owner-Builder

Date

STATE OF FLORIDA

COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by _____
(Name of person acknowledging)

who is personally know to me or who has produced _____
as identification and whom did/did not take oath.

Signature of Notary Public-State of Florida

Notary's Stamp

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.

(904) 270-2400 Ext 4 • FAX (904) 270-2432 PIPERTURNER@NBFL.US or BLDGCLERK@NBFL.US

Effective June 1, 2015

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

ADDRESS OF PROPERTY: _____

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	Product Description	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.

1. Description of property (Street address): Neptune Beach, FL 32266
Legal Description: _____
2. General description of improvement: _____
3. Owner information:

a. Name and Address: _____

a. Interest in property: _____

b. Name and address of fee simple titleholder (other than owner):

4. a. Contactor’s name and address: _____
b. Phone number: _____ Fax number: _____
5. Surety Information:

a. Name and address: _____

b. Phone Number: _____ Fax Number: _____

c. Amount of Bond: _____
6. a. Lender’s name and address: _____
a. Phone Number: _____
7. Person within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by 713.12(1) (a) 7. Florida Statutes.

a. Name and address: _____

b. Phone numbers of designated persons: _____
8. a. In addition to himself or herself, Owner designates _____ of
_____ to receive a copy of the Lienor’s Notice as provided in Section
713.13(1) (b), Florida Statutes.
b. Phone number of person or entity designated by owner: _____
9. Expiration date of notice of commencement (the expiration date is one (1) year from the date of recording unless a different date is specified) _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner (Owner’s Authorized Officer/Director/Partner/Manager:

(Signatory’s Title/Office)

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

Notary: _____

Personally Known _____ or Produced Identification____ Type of identification Produced: _____

My commission 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.