



INSTRUCTIONS TO OWNER-BUILDER

You have as of this date made application for a permit as an owner-builder. You should be advised of the following provisions and requirements that apply to owner-builders:

PROOF OF OWNERSHIP - Prior to a permit being issued, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed showing you own the property, or a copy of mortgage or warranty deed of the land, or a Miami-Dade County tax receipt, statement of contain legal description of property indicating the property is in your name. Legal description and name on document must correspond to the name and legal description on the application.

RESPONSIBILITY - You will be responsible for all work done by your day labor employees, and you must either employ licensed contractors or persons to be paid on an hourly or per diem basis. Anyone contracting (including labor) with you, verbally or in writing, on a fixed fee basis for any work, who is not properly licensed, will be subject to a fine of \$500.00 and/or imprisonment for six months.

INSURANCE - Be advised that if your day labor employees cause any damage to persons or property, or if any of your day labor employees are injured on the job, you are liable. Your regular home insurance policy ordinarily DOES NOT cover this type of liability.

WITHHOLDING TAXES - You should be advised to investigate your responsibility for withholding Social Security, Federal and State Unemployment Insurance Taxes and Federal Income Taxes from the wages of employees working for you on the proposed construction, and for making returns thereof to the proper agencies.

DISCLOSURE STATEMENT - State and County laws requires construction or demolition to be done by licensed contractors. You have applied for a permit under an exemption of those laws. The exemption allows you, as the owner of the property, to act as your own contractor even though you do not have a license. As a prerequisite to obtain a permit, you must satisfy the Building Official that you have the ability and knowledge of the Florida Building Code to perform the work. You must provide direct supervision of the construction or demolition yourself. You may build, improve or demolish a one-family or two-family residence or a farm outbuilding. You may also maintain, alter or repair your own single family or duplex residence; or erect a one story building or addition of not more than 500 square feet for commercial or industrial use, or perform maintenance or repairs and non-structural alterations, not to exceed \$25,000.00 on any building which you own. The building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have built yourself within 2 years 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 to supervise people working on your building. Is it your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You 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 your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A and withholding tax and provide worker's compensation for that employee as prescribed by law. Your construction or demolition must be done accordingly to building codes and zoning regulations, state law and by county or municipal licensing ordinances.

SEE REVERSED SIDE FOR ADDITIONAL INFORMATION

DEMOLITION WORK - in addition to meeting Florida Building Code requirements stated above, you are responsible for disconnecting all utilities, including water, sewer, septic tank, electrical service, gas, telephone, cable TV, etc., **PRIOR TO COMMENCING DEMOLITION**. You are also required to obtain a permit from the State of Florida Department of Health and Rehabilitative Services in order to abandon any septic tank that is on the property.

If you do not intend to do all the work involved yourself, or with day labor please list below, the name of the individual or firm with whom you have entered (or will enter) into a contract for the work.

NOTICE: SEPARATE PERMITS REQUIRED FOR ELECTRICAL, SEPTIC TANK ABANDONMENT, PLUMBING, ROOFING, WINDOWS, SHUTTERS AND MECHANICAL WORK.

I, the owner of the property described as _____ do hereby certify that I have read the foregoing instructions, and am aware of my responsibilities and liabilities under my application for a building permit for construction work on the above described property.

OWNER

WITNESS

DATE