



6601 Main Street, 1st Floor • Miami Lakes, Florida, 33014

Office: (305) 827-4015 • Fax: (305) 558-9884

Website: www.miamilakes-fl.gov

INSTRUCTIONS TO OWNER-BUILDER

If you are planning to submit a building permit application 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 building permit being issued to you, 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 to contain legal description of property and indicate property is in your name. Legal description and name on document of proof 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. Any one 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 and/or imprisonment for six months.

EXPIRED PERMIT: Be advised that a permit is valid for 180 days from the date of issuance or from the last **approved** inspection. Failure to obtain all required inspections and close out a permit will result in violation of the Florida Building Code (FBC) which can lead to fines.

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, etc: 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 law requires construction or demolition to be done by licensed contractors. You have applied for a permit under an exemption to 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. You must supervise the construction or demolition yourself. You may build, improve or demolish a one-family or two-family residence. 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 \$5,000 on any building which you own or lease. 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. Your construction or demolition must be done according to building codes and zoning regulations. It is your state law and by county or municipal licensing ordinances.

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 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 ARE REQUIRED FOR BUILDING, ELECTRICAL, SEPT TANK, PLUMBING, ROOFING AND MECHANICAL WORK.



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OWNER/BUILDER AFFIDAVIT

NAME OF OWNER/BUILDER: _____

LEGAL DESCRIPTION/ADDRESS: _____

Congratulations and good luck with your Owner/Builder project. Please feel free to call on us if the Building Department can be of assistance. This affidavit is designed to help you avoid some of the problems that Owner Builders often encounter. Please read and initial each of the following items.

I do hereby certify that, as Owner/Builder, I understand and acknowledge the following:

- _____ 1) I am personally responsible for knowledge of all applicable laws and regulations.
- _____ 2) I will personally reside in the house after completion and the issuance of a Certificate of Occupancy.
- _____ 3) Neither I, nor any member of my immediate household family, have made an application for, or have been issued either an Owner/Builder permit or a Certificate of Occupancy based upon an Owner/Builder permit (for a single family residence) within the past three (3) years.
- _____ 4) I will be on the premises either supervising or performing the actual work at all times. I will submit an accepted form of identification upon request by the Building Department's agent.
- _____ 5) I understand that if an inspection is not approved after three attempts, the Inspector may place a Stop Work Order on the job; and require that a licensed contractor complete the work.
- _____ 6) I understand that any person whom I may wish to hire to aid me in the construction of my home, except common laborers, must hold a valid Dade County Certificate of Competency or be a State license contractor. All employees hired by me shall be covered by Worker's Compensation Insurance. (Typically home-owner's insurance does not provide this coverage; please check with your insurance carrier)
- _____ 7) I understand all the requirements and responsibilities involved in obtaining an owner-builder permit.

I, have read and understood the foregoing disclosure, and am aware of my responsibilities and liabilities under my application for building/construction work on the above-described property. I further understand that failure to comply with all the required regulations may cause the revocation and/or denial of the permit and/or certificates of occupancy/completion.

X _____
SIGNATURE OF OWNER

Print Name _____

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me _____ 20____

By _____

Personally known____ or I.D. _____

(Seal)