



**CITY OF TREASURE ISLAND
COMMUNITY DEVELOPMENT DEPARTMENT
120 108TH AVENUE
TREASURE ISLAND, FL 33706**

Phone: (727) 547-4575

Inspection Line: (727) 547-4575 ext. 431

Permits@mytreasureisland.org

OWNER/BUILDER AFFIDAVIT

RESPONSIBILITY AND DISCLOSURE STATEMENT (For an exemption under the Florida Statutes)

OWNERS MUST PERSONALLY APPEAR AT THE BUILDING DEPARTMENT TO SIGN THIS DOCUMENT AND IT MUST BE WITNESSED AND NOTARIZED BY A MEMBER OF THE COMMUNITY DEVELOPMENT DEPARTMENT STAFF.

SUMMARY OF THE OWNER/BUILDER AFFIDAVIT

IT IS YOUR RESPONSIBILITY:

- To provide direct, onsite supervision of the construction yourself.
- To ensure that the persons whom you employed have the appropriate licenses required by law and by county or municipal ordinance
- As an employer to report to the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue.

Commercial Buildings or residential dwellings may not be built or improved with the intent to sell or lease for twelve (12) months.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) 50% RULE

- The City recommends the property owner have a FEMA Appraisal be conducted on the structure.
- Appraisals will only be accepted prior to the start of construction.
- For questions regarding FEMA, please call (727) 547-4575 ext 230.
- All construction and development are subject to the FEMA 50% rule and floodplain management regulations.

ANY PERSON WHO AIDS AND ABETS UNLICENSED CONTRACTORS OR SUBCONTRACTORS WILL FACE IMPOSED PENALTIES AS PROVIDED BY LAW.

- Do not hire any unlicensed person(s) to act as your contractor or to supervise the people working on your structure
- All violations of this affidavit will be reported to the Pinellas County Construction Licensing Board and the Department of Professional and Business Regulations.
- Incomplete permit application packets will not be accepted by the city.

OWNER/BUILDER AFFIDAVIT

OWNER: _____

ADDRESS: _____

P. 1 of 4



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F.S. Chapter 489, CONTRACTING; PART 1 CONSTRUCTION CONTRACTING (FS 489.103): Owners of property when acting as their own contractor and providing **direct, onsite supervision themselves** of all work not performed by licensed contractors.

- As Owner/Builder, you must provide direct, onsite supervision of the construction yourself.
- All construction work must comply with all applicable laws, ordinances, building codes, and zoning regulations.
- Commercial buildings or residential dwellings may not be built or improved with the intent to sell or lease for twelve (12) months.
- If any person violates these provisions, The City of Treasure Island Building Department 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.
- The city recommends you have a FEMA appraisal conducted prior to the start of construction.

Date: _____ Sign Name: _____ Acknowledged: _____

Residential Dwellings:

- One-family, two-family, or three-family resident's not exceeding two habitable stories above no more than one uninhabitable story and accessory use structures in connection therewith.

Commercial buildings:

- Commercial buildings and single-dwelling or multiple-dwelling residential buildings, which do not exceed three (3) stories in height, and accessory use structures in connection therewith construction does not affect the structural members of the building.
- State law requires construction to be done by licensed contractors. The exemption to this law allows you, as the owner of your property, to act as your own contractor without a contractor's license with certain restrictions.
- As Owner/Builder, you may build or improve a one-family or two-family residential dwelling or build or improve a commercial building with a permit valuation of no more than \$75,000*, only for your occupancy or your use and not offered for sale or lease within one (1) year after the completion of the project.
 - Subject to FEMA 50% rule and floodplain management regulations.

ANY PERSON WHO AIDS AND ABETS UNLICENSED CONTRACTORS OR SUBCONTRACTORS WILL FACE IMPOSED PENALTIES AS PROVIDED BY LAW.

BUILDING PLAN SUBMITTALS

- You must acquire all permits, approvals, plan submittal approvals and all required inspections. You, as owner/builder are responsible to make sure the permit application and building plans are complete, and scope of work is accurately noted on all forms. All building plans must be signed, dated, to scale and hard-lined (no sketches).
- Incomplete permit application packets will not be accepted by the city.

PEOPLE HIRED TO DO WORK

- Do not hire any unlicensed person(s) to act as your contractor or to supervise the people working on your building. All people employed by you must have licenses for the category of work performed and required by state law, Pinellas County (PCCLB) and City of Treasure Island licensing ordinances.
- Any person working on your building who is not licensed must work under your direct supervision and must be employed by you. This means that you deduct F.I.C.A., withholding tax and provide workers' compensation for that employee, all as prescribed by law.

INSPECTIONS

- For all relevant inspections, you are required to schedule all relevant inspection by calling (727) 547-4575 ext. 431. The permit will not be closed until all relevant inspections are completed and finalized by the Building Official.

VIOLATING THIS AFFIDAVIT (Section 455.228 Florida Statutes)

- All violations of this affidavit will be reported to the Pinellas County Construction Licensing Board and the Department of Professional and Business Regulations.

OWNER/BUILDER AFFIDAVIT

OWNER: _____

ADDRESS: _____

DISCLOSURE STATEMENT

To qualify for this exemption, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements.

1. 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.

Date: _____ Sign Name: _____ Acknowledged: _____

2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

Date: _____ Sign Name: _____ Acknowledged: _____

3. 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 permits and contracts.

Date: _____ Sign Name: _____ Acknowledged: _____

4. 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 improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit completed the project. If a building or residence that I have built or improved myself is sold or leased within 12 (twelve) months after the construction is complete, the law will presume that I built or improved it for sale or lease, which violates the exemption.

Date: _____ Sign Name: _____ Acknowledged: _____

5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

Date: _____ Sign Name: _____ Acknowledged: _____

6. I understand that I may not hire an unlicensed 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 county or municipal ordinance.

Date: _____ Sign Name: _____ Acknowledged: _____

7. I understand that it is a frequent practice of unlicensed persons to have the property owner 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.

Date: _____ Sign Name: _____ Acknowledged: _____

8. 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.

Date: _____ Sign Name: _____ Acknowledged: _____

9. 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.

Date: _____ Sign Name: _____ Acknowledged: _____

10. 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 Pinellas County Construction Industry Licensing Board at (727) 582-3100 or www.pcclb.com for more information about licensed contractors.

Date: _____ Sign Name: _____ Acknowledged: _____

OWNER/BUILDER AFFIDAVIT

OWNER: _____

ADDRESS: _____

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following

address: _____, Treasure Island, FL 33706.

Date: _____ Sign Name: _____ Acknowledged: _____

12. I agree to notify the City of Treasure Island Building Department at (727) 547-4575 ext 230, immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Date: _____ Sign Name: _____ Acknowledged: _____

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 and Department of Business and Professional Regulation 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.

MUST BE WITNESSED AND NOTARIZED BY A MEMBER OF THE COMMUNITY DEVELOPMENT DEPARTMENT STAFF.

- A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the City of Treasure Island is **required when the permit is issued.**

PRINTED NAME OF PROPERTY OWNER

SIGNATURE OF PROPERTY OWNER

Date: _____

Date: _____

Owner Name: _____

Property Address: _____, Treasure Island, FL 33706

I, _____ (name of property owner) the undersigned, have read the preceding and understand the responsibility of acting as my own contractor, and have been notified of the above Florida Statutes, and will abide by the laws governing the municipality having jurisdiction and the State of Florida. I further state that I have the knowledge and ability to do the work proposed, and I assume full responsibility for familiarizing myself with all the municipality jurisdiction codes and building regulations. In the event a building inspector requires corrections to be made, I will make such corrections and call for a re-inspection before proceeding. I understand the City of Treasure Island Building Department is not responsible for instructing me on what to do. I understand I may subject myself to code enforcement action by not requesting and obtaining all inspections prior to engaging in the use of the proposed development.

PRINTED NAME OF PROPERTY OWNER

SIGNATURE OF PROPERTY OWNER

Date: _____

Date: _____

**State of Florida
County of Pinellas**

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____
Notary Public _____

Personally known _____ Produced ID _____
Type of ID Produced _____

OWNER: _____

**OWNER/BUILDER AFFIDAVIT
ADDRESS:** _____