



# City of St. Augustine Planning & Building Department

## Owner Builder Declaration

(Section 489.103 Subsection 7, Florida Statutes)

**Disclosure Statement:**

State law requires construction to be done by licensed contractors. You have applied for a permit under the exemption to that law. The exemption allows you as the owner of the property to act as your own contractor with certain restrictions, even though you do not have a contractor license. You must provide direct on site supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building provided the costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved under this exemption to the law within one year after the construction is complete, the law will assume that you built it or improved it for sale or lease purposes, which is a violation of the exemption. You may not hire an unlicensed person to act as your contractor or to supervise workers working on your building. It is your responsibility to make sure people employed by you have the required licenses. You may not delegate the responsibility for supervision of work to a licensed contractor who is not performing the work being done. Any worker working on your building who is not licensed must work under your direct supervision and must be employed by you. All workers employed by you must have F.I.C.A. and withholding tax deducted from their wages and must be covered by Workers Compensation Insurance as prescribed by law. Violation of this law may be punishable by fines up to \$5,000.

**PLEASE INITIAL BEFORE EACH STATEMENT:**

\_\_\_\_\_ I understand that the building must be for my own use or occupancy and if I sell or lease the building within one year of receiving a Certificate of Occupancy or a Certificate of Completion, the law presumes that I did not construct the building for my own use or occupancy and was built in violation of State Law.

\_\_\_\_\_ I understand that anyone hired to perform work on the building must be a State Certified or a Registered Contractor, licensed by the authority having jurisdiction and authorized to perform the work required under this permit and possess all the required liability and Workers Compensation Insurance coverage prescribed by law.

\_\_\_\_\_ I understand that any person employed by me must have all required payroll taxes deducted from their wages and must be covered by appropriate Workers Compensation Insurance as prescribed by law.

\_\_\_\_\_ I understand that I must personally and directly supervise all work being performed on my property.

\_\_\_\_\_ I understand that as an Owner Builder I have the same obligations as a licensed contractor to meet all state and local codes and ordinances governing building construction.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE ABOVE PROVISIONS OF THIS LAW AND WILL COMPLY WITH ALL OF ITS PROVISIONS AS PRESCRIBED BY LAW.

Signed \_\_\_\_\_  
Owner Builder

Date \_\_\_\_\_

Witness \_\_\_\_\_  
City Staff Only

Date \_\_\_\_\_

ADDRESS OF JOB SITE \_\_\_\_\_