



Planning & Development Services Department
Building & Code Regulations
 2300 Virginia Avenue
 Fort Pierce, Florida 34982
 (772) 462-1553

OWNER/BUILDER AFFIDAVIT DISCLOSURE STATEMENT
F.S. 489.103 (7) EXEMPTIONS

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must provide direct, on-site supervision of the construction yourself. You may build or improve farm outbuildings, a one-family or two-family residence for your use and occupancy. You may also build or improve a commercial building at a cost not exceeding \$75,000.00 as long as it is for your own use or occupancy. You may not build or improve said structures for the purposes of selling or leasing that building. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building; it is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

Initial Here.

If you sell or lease a building you have built or improved within one year after construction is complete, then a presumption is created that it was built or improved for sale or lease, which is a violation of this exemption.

Initial Here.

You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

Initial Here.

I understand that the building official and inspectors are not there to design or give advice on how to meet the minimum code.

Initial Here.

I understand that as an owner-builder that any contract disputes with sub-contractors and I must be handled in a civil court with the advice of an attorney. This department will not mitigate any contract disputes.

Initial Here.

I understand that if I compensate any person or company for work performed they are required to be licensed in this jurisdiction. If for some reason they do not possess a license, I may be responsible and liable for the cost of the license.

Initial Here.

I understand that if any person that is unlicensed and uninsured gets injured on my construction project-they may be entitled to workmen's compensation. I could be held liable for all doctor, lawyer and related medical cost, which could include loss of wages during recovery from their injury.

Initial Here.

To qualify for this exemption under this subsection, an owner must personally appear, sign the building permit application, and initial the above

I hereby acknowledge that I have read and understand the above disclosure statement and that I further understand that any violation of the terms of the owner/builder exemption shall be reported by the Building and Zoning Department to the Florida State Department of Professional Regulation. Signed and acknowledged on this day of _____ of 20____.

 Owner/Builder Signature

STATE OF FLORIDA
 COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known _____ to me, or who has produced _____ as identification.

 Signature of Notary
 Title: Notary Public

 Type or Print Name of Notary
 Commission Number _____

(Seal)



Inspections

Helpful Hints for Owner Builders

Scheduling Inspections

- Inspections are typically performed the day after the inspection is scheduled.
- There are two ways to schedule an inspection:
 - a. Call the Inspection request phone line (855) 636-0606 Call Between 8 am and 4 pm and include your IVR number, which can be found on your inspection card, to request which inspection is needed or
 - b. Login to your Citizen Self Service portal and request an inspection.
 1. Go to my work in the portal and click on my permits and find the permit you want to schedule the inspection for and click on it.
 2. Once the permit is pulled up click on inspections and you will be on the request inspection screen.
 3. Check the box under action for the inspection that you are requesting then in the right-hand corner click request inspection.
 4. The inspection screen will show up after you clicked request inspection, you must then enter the requested date for the inspection.
 5. Once the inspection is requested a screen will show the date requested you will then need to click back to get to the original screen.

Day of Inspection

- Login to the Citizen Self Service portal, click on *Today's Inspections*.
- Locate your address or permit number, the screen will show the inspector's name and phone number or in the top right-hand corner you can place your permit number or address and the inspection will show up with the inspector's name.
- Inspectors are available by phone at the numbers listed below from 7a.m. until 4p.m.

Andy Wentz	772-249-9502
Greg Smyth	772-370-0482
Walter Pride	772-370-2539
Condane Rolle	772-595-2910
Wanda Gahn	772-204-4237
Mike Lunsford	772-971-4223
Paul Desentz	772-475-1063
Alphanette Waters	772-971-4243
Clyde Heffelfinger	772-200-6386
Doug Harvey	772-370-2542
Scott Heffner	772-979-3197