

**OWNER AS BUILDER DISCLOSURE STATEMENT  
TOWN OF ORANGE PARK**

1. I, \_\_\_\_\_, understand that state law requires construction to be done by a licensed contractor and I 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.
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.
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 have 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 and be registered with the Town.
4. I understand that I may build or improve a one family home 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 substantially improved for sale or lease (Rental Property). If a building or residence that I have built or substantially improved by myself is sold or leased within 1 year after the construction is complete, the law will presume that I built to substantially improve it for sale or lease, which violates the exemption.
5. I understand that, as owner builder, I must provide direct onsite supervision of the construction.
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 licenses required by law.
7. I understand that it is frequent practices 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 employees while working on my property. My homeowners insurance may not provide coverage for these 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.
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.

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.
  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 Construction Industry Licensing Board at 850-487-1395 or [www.myfloridalicense.com](http://www.myfloridalicense.com) for more information about licensed contractors.
  11. I am aware of, and consent to; owner builder building permits 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.
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12. I agree to notify the Town of Orange Park Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws that are 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 to understand that, if an unlicensed person or employee of an individual or firm is injured while working on your property, you may be held liable for damages. You must also understand that this permit is issued under the assumption you have some construction knowledge and you understand the Town Inspector, and Staff cannot instruct you how to complete your project, and all applicable codes will be enforced.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary, Known Personally to me \_\_\_\_\_ or  
Produced Identification type: \_\_\_\_\_

Seal: