

Owner Builder Building Permit Application

Property Owners may act as their own contractor with certain restrictions per F.S. 489.103 (7). Please carefully read the attestations below to fully understand your responsibilities and risks. Owners must personally appear and sign this application at a GMCDD permitting location. The property must be deeded in the owner builder's name.

OWNERSHIP & PROPERTY INFORMATION

Owner Name	Portal Account Name	
Owner Phone	Owner Email	
Street Address	Folio #	Do you live at address? ☐ Yes or ☐ No

DESCRIPTION OF PROPOSED WORK

Building Use	☐ Residential (1-2 Family Only)	☐ Commercial	Declared value of proposed work \$	
Type of Work	☐ New Construction	☐ Addition	☐ Alteration	
Water	☐ Collier County	☐ Well	☐ City of Everglades	☐ City of Naples
	☐ Ave Maria	☐ Immokalee	☐ Port of the Islands	
Sewage	☐ Sewer	☐ Septic	☐ City of Everglades	
Disaster Related?	☐ Yes or ☐ No	Name of event		
# Sq. Ft.	# Bedrooms	# Bathrooms		

Description of Work:

Acting as Subcontractor ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Roofing ☐ Septic

Waiver of Review Time Limits ☐ Yes or ☐ No

Applicant hereby elects to waive the time limits stated under F.S. (2024) Section 553.792(1)(a) through (g) to ensure that the building permit application is not denied as required in said section and to extend the review process as necessary.

ATTESTATIONS

NOTICE OF ADDITIONAL RESTRICTIONS: In addition to the requirements if this permit, there may be additional restrictions applicable to this property that may be found in the public records of this County, and there may be additional permits required from other governmental entities such as the Water Management District, State agencies, or Federal agencies.

WARNING OF POSSIBLE DEED RESTRICTIONS: The land subject to this permit may be subject to deed, and other restrictions that may limit or impair the landowner's rights. Collier County is not responsible for the enforcement of these restrictions, nor are Collier County employees authorized to provide legal or business advice to the public relative to these restrictions. The landowner or any applicant acting on behalf of the landowner is cautioned to seek professional advice.

ATTESTATIONS CONTINUED

WARNING OF WORK IN THE COUNTY RIGHT-OF-WAY: This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right of way easement reserved for access, drainage, or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable, and drainage work therein. If such improvements are necessary, a separate permit for that purpose must be obtained from the Growth Management Department

WORK IN THE SPECIAL FLOOD HAZARD AREA: Be advised that Substantial Damage/Substantial Improvement requirements will apply to structures located in the Special Flood Hazard Area with Finished Floor Elevations below the Base Flood Elevation.

CERTIFICATION: Application is hereby made to obtain a permit to do the work and installations as indicated. I, **THE OWNER OR AGENT OF OWNER**, certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction. The approved permit and/or permit application expires if work is not commenced within 180 days from the date of issuance. I, **THE OWNER OR AGENT OF OWNER** understand that only licensed contractors may be employed and that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit applications, I, **THE OWNER OR AGENT OF OWNER**, agree that I have retained the contractor identified on this application to provide contracting services for the trade for which he or she is listed. I understand it is the responsibility of the property owner to notify the Building Plan Review and Inspection Division should the contractor responsible for providing said contracting services no longer be willing to provide his or her services. I, **THE OWNER OR AGENT OF OWNER**, understand the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances. Furthermore, I, **THE OWNER OR AGENT OF OWNER** understand the owner is responsible for all construction work on the property.

NOTICE OF CLEARING RESTRICTIONS: The issuance of a building permit for a single-family dwelling allows up to one (1) acre of native vegetation to be cleared. Clearing more than one (1) acre may be allowed for accessory structures and requires a separate Vegetation Removal Permit. Properties located in the following zoning district overlays may not be allowed to clear one (1) acre: Rural Fringe Mixed Use District (RFMU), Big Cypress Area of Concern (ACSC), and Special Treatment Overlay (ST). There may be additional restrictions related to clearing native vegetation and impacts to wetlands or protected species found on the property. State and Federal agency permits may be required. Contact the Growth Management Department's Environmental Services at (239) 252-2400 for additional information. Issuance of a Demolition Permit for a structure does not authorize removal of vegetation beyond the footprint of the structure. A Demo Permit is not a clearing permit.

DISCLOSURE STATEMENT

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.
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 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.
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 substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the 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 the licenses required by law and by county or municipal ordinance.

DISCLOSURE STATEMENT CONTINUED

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 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.
8. 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.
9. 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 Florida Construction Industry Licensing Board at (850) 487-1395 or <http://www.myfloridalicense.com/DBPR/construction-industry/> for more information about licensed contractors.
10. 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 on page 1.
11. I agree to notify the building department 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 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.

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a \$1,000.00 fine in addition to any civil penalties. Additionally, the local permitting jurisdiction 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.

*** PLEASE DO NOT COMPLETE THIS SECTION UNTIL PERMITTING STAFF ASKS FOR YOUR SIGNATURE ***

I, _____, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and acknowledge the responsibilities and limitations specified above.

Signature of Owner-Builder: _____

_____ Address: _____

For GMCDD Staff:

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ Physical presence or ☐ Online notarization this:

_____ day of _____, 20_____, by (printed name of owner) _____

Such person(s) Notary Public must check applicable box:

- ☐ Are personally known to me
☐ Has produced a current driver's license _____
☐ Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary

Applicant is the Property Owner of Record ☐ Yes or ☐ No Application accepted for processing ☐ Yes or ☐ No