



Owner/Contractor Disclosure Statement City of Green Cove Springs, Fl Florida Statutes, Chapter 489, Part I, Section 489.103(7)

(Revised October 11, 2006) Owners of property are not required to be licensed contractors when acting as their own contractor and providing direct, onsite supervision themselves of all work that is not performed by licensed contractors;

(1) When building or improving farm outbuildings or one-family or two-family residences on such property for the occupancy or use of such owners and not offered for sale or lease; or building or improving commercial buildings, at a cost not to exceed \$75,000, on such property for the occupancy or use of such owners and not offered for sale or lease. In an action brought under this part, proof of the sale or lease, or offering for sale or lease, of any such structure by the owner-builder within 1 year after completion of same creates a presumption that the construction was undertaken for purposes of sale or lease.

(2) When repairing or replacing wood shakes or asphalt or fiberglass shingles on one-family, two-family, or three-family residences for the occupancy or use of such owner or tenant of the owner and not offered for sale within 1 year after completion of the work and when the property has been damaged by natural causes from an event recognized as an emergency situation designated by executive order issued by the Governor declaring the existence of a state of emergency as a result and consequence of a serious threat posed to the public health, safety, and property in this state.

(3) This subsection does not exempt any person who is employed by or has a contract with such owner and who acts in the capacity of a contractor.

(4) An owner may not delegate the owner's responsibility to directly supervise all work to any other person unless that person is registered or certified under this part and the work being performed is within the scope of that person's license. For the purposes of this subsection, the term "owners of property" includes the owner of a mobile home situated on a leased lot.

(5) To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section.

DISCLOSURE STATEMENT

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 with certain restrictions even though you do not have a license. **You must provide direct, onsite 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 your 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 yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. **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. **You 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 your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

Violating the Requirements of this Subsection:

As authorized, the building official 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. You are liable and responsible for any employees hired to assist in the construction project. This responsibility may include but not be limited to the following, where required by applicable law, rule, regulations and or ordinance: Worker’s Compensation; Social Security Tax; Unemployment Compensation; Liability Coverage; and Federal Withholding Tax.

I certify that; _____ I am the lawful owner and current occupant of the property indicated below. I have a complete understanding of the property owner’s obligations under the law as specified within the disclosure statement in this section. I understand if I sell or lease a building I have built or substantially improved myself within one year after the final inspection attained, the law will presume I built or substantially improved the building for sale or lease, which is a violation of this exemption.

(Please use ink and circle yes or no)

- 1. Is a person who is employed by or has a contract with a property owner and who acts in the capacity of a contractor exempt from licensing requirements? **Yes or No**
- 2. As an owner/contractor, may I delegate my responsibility to directly supervise work to another person who is a registered or certified contractor? **Yes or No**
- 3. As an owner of a mobile home situated on a leased lot, am I exempt to act as a contractor to improve my mobile home? **Yes or No**
- 4. Must I as an owner personally appear in the building division to sign the building permit application? **Yes or No**
- 5. As the owner I may be required, to prove that I have a complete understanding of the owner’s obligations as specified in Florida Statute 489.103(7)? **Yes or No**
- 6. I am aware of my obligations as an owner/contractor, which may result with the building official withholding final approval, revoking the permit, or pursuing any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued. **Yes or No**
- 7. Are you more informed of your obligations as an owner/contractor and fully accept these responsibilities? **Yes or No**

A property owner can be issued a citation and fined up to \$500 for violating any of the contracting license laws indicated in FS489.103 (7)

Owner’s Signature: _____ Date: _____

THE BELOW INFORMATION MUST BE SIGNED IN FRONT OF A NOTARY

Construction Address: _____

Property Owner’s Address _____

Signature: _____ Printed Name: _____

Sworn to and subscribed before me: This _____ day of _____, 20_____

Personally known _____ or produced identification produced _____

Notary Public State of Florida