

**Town of Golden Beach
Owner-Builder Permit Instructional Letter
One Golden Beach Drive
Golden Beach, Florida 33160**

Office: (305) 932-0744

Fax: (305) 933-3825

You have on this date made application for a building permit as an owner-builder. You should be advised of the following provisions and requirements that apply to owner-builders:

PROOF OF OWNERSHIP: Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of the mortgage/warranty deed of the land, showing you are obligated to purchase the property, or a Dade County tax receipt, statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description of the application.

PRIOR TO ISSUANCE: Prior to issuance of permit to the owner-builder, we will request a list of all sub-contractors who will provide services for such project, to insure that they are qualified as per Chapter 10D of the Miami-Dade County Charter.

DISCLOSURE STATEMENT: State and County law requires construction to be done by licensed contractors. You have applied for a permit under an exemption of the law. The exemption allows you, as the owner of the property, to act as your own contractor even though you do not have a license. You must supervise the construction yourself. You may build or improve a one-family or two-family residence. You may also make maintenance repairs and non structural alterations to any building owned, leased or occupied by the applicant, provided the cost of the repair does not exceed five thousand dollars (\$5,000.00).

The building must be done for your own use or occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have built yourself within one (1) year after construction is complete, the law presumes that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your construction must be done according to building codes and zoning regulations. 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.

INSURANCE: You should be advised that if your day labor employees cause any damage to permits or property, or if any of your daily labor employees are injured on the job, **YOU ARE LIABLE**. Your regular home insurance policy ordinarily does not cover this type of liability.

WITHHOLDING TAXES, ETC.: You should be advised to investigate your responsibility for withholding Social Security, Federal or State Unemployment insurance Tax and Federal Income Tax from the wages of employees working for you on the proposed construction and for making returns thereof to the proper agencies.

WORK PERMITTED BY AN OWNER-BUILDER: An owner-builder, subject to the foregoing provisions and requirements, is limited to constructing one single-family residence in any twenty-four month period for his/her own use. You may also make maintenance repairs and non structural alterations to any building owned, leased or occupied by the applicant, provided the cost of the repair does not exceed five thousand dollars (\$5,000.00).

If you do not intend to do the work yourself, or with day labor, please list on an additional sheet of paper, the name of the individuals or firm with whom you have entered (or will enter) into a contract for the work.

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING AND ROOFING WORK.

I _____, owner of the property described as: _____

_____ Do hereby certify that I have read the foregoing instructions, and I am aware of my responsibilities and liabilities under my application for a building permit for construction work on the above-described property.

Witness

Owner Signature

Date

**TOWN OF GOLDEN BEACH
OWNER'S AFFIDAVIT & HOLD HARMLESS LETTER**

Date: _____

Attention: Building Official

I, _____ certify that I am the owner of the property described as:

Address: _____

Folio No.: _____

LOT: _____ BLOCK: _____ GB SECT: _____ PB: _____

I hereby apply for an Owner's Building Permit for the following work:

I agree to hold the Town of Golden Beach harmless, indemnify it, and relieve it from any responsibility for any legal action or damage in the issuance of this permit. I further assume responsibility for the construction or repair work performed under the requested permit.

OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____
by: _____

Who is () personally known to me,

() personally known to me, () Produced Identification: _____

() Did Take an Oath () Did not take an oath

Notary Public State of Florida at Large

Notary Seal

**NOTICE OF COMMENCEMENT MUST BE FILED IF THE JOB VALUATION
TOTALS \$2,500.00 OR MORE, INCLUSIVE OF LABOR & MATERIALS**

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. _____ TAX FOLIO NO. _____

STATE OF FLORIDA:
COUNTY OF MIAMI-DADE:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal description of property and street/address: _____

2. Description of improvement: _____

3. Owner(s) name and address: _____

Interest in property: _____

Name and address of fee simple titleholder: _____

4. Contractor's name and address: _____

5. Surety: (Payment bond required by owner from contractor, if any)

Name and address: _____

Amount of bond \$ _____

6. Lender's name and address: _____

7. Persons within the state of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes,

Name and address: _____

8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name and address: _____

9. Expiration date of this Notice of Commencement: (the expiration date is 1 year from the date of recording unless a different date is specified) _____

Signature of Owner

Print Owner's Name _____ Prepared by _____

Sworn to and subscribed before me this ____ day of _____, 20 ____.

Address: _____

Notary Public _____

Print Notary's Name _____

My commission expires: _____