

**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**



# TOWN OF GOLDEN BEACH

**BUILDING DEPARTMENT**  
 1 Golden Beach Drive  
 Golden Beach, FL 33160  
 Office: 305-932-0744 Fax: 305-933-3825  
[www.goldenbeach.us](http://www.goldenbeach.us)

FOR OFFICE USE ONLY	
Process No:	_____
Date Applied	_____
Clerk	_____

Master Permit Number: \_\_\_\_\_  
 Master                      Sub- Permit

## PERMIT APPLICATION

<b>1. OWNER INFORMATION</b>	Owner _____			<b>2. CONTRACTOR INFORMATION</b>	Company Name _____			
	Address _____				Qualifier Name _____			
City _____ ST _____ Zip _____				Address _____				
Job Address _____				City _____ ST _____ Zip _____				
Phone No. _____				Lic. No. _____ Phone No. _____				
<b>3. PERMIT TYPE</b>	Choose only One	Building	Revision	<b>4. TYPE OF IMPROVEMENT</b>	Choose only One	New Construction	Roof	Pool
		Electrical	Renewal			Addition Attached	Driveway	Gazebo-Pergola
		Mechanical	Shop Drawing			Alteration Interior	Fence	Demolition/ Partial
		Plumbing	Public Works			Alteration Exterior	Windows	Generator
		Landscape	_____			Repair/Replace	Doors	_____
		Roofing						
<b>5. ARCHITECT/ENGINEER INFO</b>	Name _____			<b>7. LEGAL/USE/WORK VALUE</b>	Folio No. 19-1235-_____			
	Address _____				Lot(s) _____ Block _____ PB _____			
City _____ ST _____ Zip Code _____				Square FT. _____ Linear FT. _____				
Lic. No. _____ Discipline _____				Estimated Value of the Work: _____				
Phone No. _____				Description of Work _____				
<b>6. CONTACT INFO</b>	Name _____			_____				
	E-mail _____			_____				
Phone No. _____				_____				

Application is hereby made to obtain a permit to do the work and/or installations as indicated. I 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. I understand that a separate permit must be secured for Electrical, Plumbing, Mechanical, Windows, Doors, Roofing, Site Walls, Fencing, Driveways, Pools, Spas, Pool Decks, Outdoor Kitchens, Accessory Structures, Irrigation, Landscape and Landscape Lighting work and other categories not mentioned.

Owner's Affidavit: I certify that all the foregoing information is accurate and that work will be done in compliance with all applicable laws regulating construction and zoning.

**NOTICE REGARDING BUILDING PERMIT APPLICATIONS**

The Completion and submission of a Building Permit Application is a requirement of securing a Building Permit. The Town will rely upon the information contained in the Application in determining whether a Building Permit should be issued. The submission of inaccurate, misleading or misrepresented information in the Application shall subject the Building Permit to denial, suspension or revocation, and the individual applying for the permit, to all appropriate fines, penalties and other punishments authorized by law. **KINDLY GOVERN YOURSELF ACCORDINGLY.**

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

<b>8. OWNER INFORMATION</b>	Print Name _____	Owner's Signature _____	<b>9. QUALIFIER INFORMATION</b>	Print Name _____	Qualifier's Signature _____
	Date _____	Notary Public- State of Florida at Large		Date _____	Notary Public- State of Florida at Large
Notary Stamp		Notary Stamp			

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

Approvals	APPROVED/DATE	DISAPPROVED/DATE	FEE CATEGORIES:	FEES \$
Building			Permit Fee	
Structural			Street Sweeping	
Electrical			Trash Removal	
Mechanical			Scanning	
Plumbing			Infrastructure	
Landscaping			BCCD	
Zoning			Education	
Building Dir			State Surcharge	
Publics Works			Sub-Total	
Grading / Drainage			Process Fee	
			<b>Total Fees</b>	