



HAINES CITY

THE HEART OF FLORIDA

Development Services Department
620 E. Main Street
Haines City, FL 33844
Phone (863) 419-3229
Fax (863) 419-3168
www.hainescity.com

Building Permit – Application

Residential and Commercial

Code in effect: 2017 Florida Building Code, 6th Edition

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify no work or installation has commenced prior to the issuance of a permit and all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand a separate permit must be secured for any additional work not described on this application. I also agree to pay permit fees based on the ICC Building Valuation Data Table and Haines City adopted fee scheduled.

All new commercial construction and any and/or alterations and additions, require “Technical Review Board” (TRB) approval.

Schedule an appointment with the city planner for a pre-application review consultation.

(Internal Office Use Only)

Received date: _____ Permit number: _____

Is this an “Affordable Housing Initiative”: _____ Yes _____ No

Enter the Lead Agency name: _____

Site address: _____

*Utility address: _____

Enter utility billing address if different from the above site address

Parcel identification number: _____

Lot number: _____ Zoning district: _____ Total building square feet: _____

NEW SINGLE-FAMILY RESIDENCE

SETBACKS

Front: _____ Rear: _____ Sides: _____ Corner: _____

Bedrooms: _____ Bathrooms: _____ Total Sq. Ft. under A/C: _____ Floors: _____

Specify the number of meters _____

CHECK-OFF ALL THAT APPLIES

Alterations/Additions _____ Building _____ Roof _____ Swimming Pool _____

Mechanical _____ Electrical _____ Plumbing _____

DESCRIPTION OF WORK TO BE PERFORMED

Construction cost _____ Construction type _____ Occupancy group _____

COMMERCIAL PROPERTY

SETBACKS

Front: _____ Rear: _____ Sides: _____ Corner: _____ Total Square Feet: _____

Business license type: _____

Number of employees _____ Seating capacity _____ Number of rooms _____

Number of parking spaces _____

CHECK-OFF ALL THAT APPLIES

Alterations/Additions _____ Building _____ Warehouse _____ Roof _____

Swimming Pool _____ Mechanical _____ Electrical _____ Plumbing _____

DESCRIPTION OF WORK TO BE PERFORMED

Construction cost _____ Construction type _____ Occupancy group _____

OWNER'S INFORMATION

Owner's name: _____

Owner's mailing address: _____

Owner's home or cell phone: _____

Owner's email address: _____

OWNER'S AFFIDAVIT

I, certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Signature of owner: _____

Owner to print name: _____

Date signed by owner: _____

LICENSE CONTRACTOR INFORMATION

Company name: _____

Company mailing address: _____

Company office phone: _____

Contractor's name: _____

Contractor's cell phone: _____

Contractor's email address: _____

Florida State contractor's license number: _____

License expiration date: _____

SUB-CONTRACTOR’S LICENSE NUMBERS

Mechanical _____ Mechanical Expiration date: _____

Electrical _____ Electrical Expiration date: _____

Plumbing _____ Plumbing Expiration date: _____

Roofing _____ Roofing Expiration date: _____

Irrigation _____ Irrigation Expiration date: _____

Landscaping _____ Landscaping Expiration date: _____

WARNING TO OWNER AND CONTRACTOR

Your failure to record a “Notice of Commencement” may result in you paying twice per the improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement (NOC).

Signature of owner: _____

Owner to printed name: _____

Date signed by owner: _____

Signature of contractor: _____

Contractor to print name: _____

Date signed by contractor: _____

HAINES CITY SIGNATURES

Fire Marshall Signature: _____

Fire Marshall printed name: _____

Date signed by Fire Marshall: _____

Building Official Signature: _____

Building Official print name: _____

Date signed by Building Official: _____

Development Services Signature: _____

Development Services print name: _____

Date signed by Development Services: _____

DISCLOSURE STATEMENT INSTRUCTIONS

Before a building permit can be issued, this “Disclosure Statement” must be completed and signed, initial where indicate by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner’s driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Property Owner Signature: _____

Property owner print name: _____

Date signed by Property Owner: _____

OWNER DISCLOSURE STATEMENT

Based on the 2019 Florida Statutes

Chapter 489 - Contracting

Part 1

Construction Contracting

(ss.489.101-489.146)

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.

Owner Initial: _____

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.

Owner Initial: _____

I understand that, as an owner-builder, I am 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 contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

Owner Initial: _____

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 one 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.

Owner Initial: _____

I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

Owner Initial: _____

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.

Owner Initial: _____

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.

Owner Initial: _____

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. I understand that my failure to follow these laws may subject me to serious financial risk.

Owner Initial: _____

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 code and zoning regulations.

Owner Initial: _____

I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service (IRS), the United States Small Business Administration (SBA), 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 at their website <https://www.myfloridalicense.com> for more information about licensed contractors.

Owner Initial: _____

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:

Owner Initial: _____

I agree to notify Haines City Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Owner Initial: _____

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 the 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.

Owner Signature: _____

Owner to print name: _____

Date signed by owner: _____

APPLICATION MUST BE NOTARIZED IN ORDER TO BE EXECUTED

STATE OF FLORIDA

COUNTY OF POLK

THE CONTENTS OF THIS PETITION; ARE SWORN AND SUBSCRIBED
BEFORE ME THIS _____ DAY OF _____, 2019,
WHO ARE PERSONALLY KNOWN TO ME OR HAVE PRODUCED
_____ AS IDENTIFICATION.

SIGNATURE OF NOTARY PUBLIC: _____

PRINTED NAME OF NOTARY PUBLIC: _____

COMMISSION NUMBER: _____

EXPIRATION DATE: _____

NOTARY SEAL



Signature of applicant: _____

Applicant to print name: _____

Date signed by applicant: _____

Verification document number: _____