



**City of Hialeah Building Division**  
**Instructions and Affidavit for Owner-Builder**

You have made application for a building permit as an Owner-Builder. You should be aware of the following provisions and requirements that apply to Owner-Builder applications.

**Proof of Ownership:** Prior to a building permit application being accepted, you must submit proof of ownership. A copy of the recorded deed showing you own the property, or a copy of the mortgage or warranty deed of the land, or a Miami-Dade County tax receipt. To apply as owner-builder to do the work, the owner must reside at the property applied for bringing Driver License or Homestead Exemption with the same address. Any of the aforementioned to contain legal description of property and indicate property is in your name. Legal description and name on documents of proof must correspond to the name and legal description on the application.

**Responsibility:** You will be responsible for all work done by your day labor employees and you must either employ licensed contractors or persons to be paid on an hourly or per diem basis. Any one contracting (including labor) with you, verbally or in writing, on a fixed fee basis for any work, who is not properly licensed, will be subject to a fine of \$500 and/or imprisonment for six months. Your construction or demolition must be done according to current Building Codes and Zoning Regulations. You may not hire an unlicensed person as your contractor. 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. Once the permit is paid and issued, it will remain active for 6 months. You must call in all inspections required for job. Any approved inspection will extend the life of a permit another 6 months. A failed inspection does not keep permit active. **Permit will expire if there are no approved inspections within 6 months.** Remember to call your final inspection, and it must be approved in order to close the permit.

**Insurance:** You should be aware that if your day labor employees cause any damage to persons or property, or if any of your day 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 investigate your responsibility for withholding Social Security, Federal and State Unemployment Insurance Taxes and Federal Income Taxes from the wages of employees working for you on the proposed construction, and for making returns thereof to the proper agencies.

**Disclosure Statement:** State and County Law requires construction or demolition to be done by licensed contractors. You have applied for a permit under an exemption to those laws. 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 or demolition yourself. You may build, improve or demolish a single family or two-family residence. You may also maintain, alter or repair your own single family or duplex residence or perform maintenance or repairs and non-structural alterations, not to exceed \$5,000 on any building which you own or lease.

**Own Use and Occupancy:** The building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have built yourself within 2 years after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of the exemption. You can only improve property upon which you own and live in.

**Demolition Work:** In addition to meeting the Florida Building Code requirements stated above, you are responsible for disconnecting all utilities, including water, sewer, septic tank, electrical service, gas, telephone, cable TV, etc., **prior to commencing demolition.** You are also required to obtain a permit from the State of Florida Department of Health and Rehabilitative Services in order to abandon any septic tank that is on the property.

**Affidavit:**

- 1. I am knowledgeable and capable of undertaking the work described under this permit.
- 2. I must request inspections before concrete is placed or work is concealed.
- 3. I am aware that a final inspection is required at project completion.
- 4. I am aware that a permit without approved inspection is valid for **6 months** (180 days) only.
- 5. As permit holder, I am responsible for the safety on the project.
- 6. I am aware that it is illegal to use unlicensed contractors.

**Notice: Separate permits required for Electrical, Septic Tank Abandonment, Plumbing, Roofing and Mechanical Work.**

I, the owner of property described as (address)

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

\_\_\_\_\_  
Signature of Owner  
Print Name \_\_\_\_\_ Clerk: \_\_\_\_\_  
STATE OF FLORIDA COUNTY OF MIAMI-DADE  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
By \_\_\_\_\_ (SEAL)  
Personally known \_\_\_ or I.D. \_\_\_\_\_