



CORAL SPRINGS BUILDING DIVISION HOMEOWNER PERMIT INFORMATION

To obtain a miscellaneous owner/builder permit the following is required:

- Completed Permit Application (Notary fee \$5.00 for Coral Springs residents, \$6.00 for non-residents)
- You will need one (1) copy of your warranty deed or Quick Claim Deed
- Complete owner/builder affidavit (attached)
- Two (2) copies of your property survey indicating proposed work to be performed
- Product Approvals – 2 sets
- Copy of Homeowners Liability Insurance per City Code Sec 5-3C (\$300,000 or more)
- Copy of Property Owners Drivers License (must match permit address)

Note that additional plans or paperwork may be required depending on the scope of work being performed.

If you do not have your survey or your warranty deed, you may contact the building division records department for a copy.

If deed restrictions apply to your subdivision, you are advised to take your survey to your Homeowners Association for their approval prior to submitting it to the Building Division.



OWNER BUILDER PERMIT AFFIDAVIT FORM

CITY OF CORAL SPRINGS

Under certain circumstances, owners of property may be exempt from contractor qualification and certification requirements. To qualify for such an exemption, an owner must personally appear and be provided with a DISCLOSURE STATEMENT, and must personally sign the building permit. If you build or improve a duplex, you must live in one of the units. If the work is on a commercial building, it must be a free-standing building.

DISCLOSURE STATEMENT per 489.103(7) Florida Statutes:

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 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 or a farm outbuilding. You may also build or improve a commercial building at a cost of \$25,000 or less. The building must be for your own use or occupancy. It may not be built for sale or lease. If you sell or lease a building you have built yourself within 1 year after the construction is complete, the law will presume 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. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal building licensing ordinances. Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct FICA 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.

AFFIDAVIT

I am applying for a building permit pursuant to the Owner Builder exemption set forth in Florida Statute 489.103 and Broward County Code 9-26. I understand that pursuant to the Florida Building Code Section 104.9.4, the Building Official of the City of Coral Springs, has the right to revoke any building permit or certificate of occupancy issued for this building in case of any false statement or misrepresentation of fact in the application or on the plans on which permit or approval was based.

I hereby acknowledge that I have read the above DISCLOSURE STATEMENT, and that I comply with all the requirements for the issuance of an owner builder permit.

I, _____, am the legal owner of the following:

Property Owner Address _____

Permit Address _____

Property Owner Signature _____

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

Notary Public